Subject: Fwd: Re: Request for Meeting
From: lilian.kim@lacity.org
To: ELA.PRA@lacity.org
Date Sent: Wednesday, June 27, 2018 10:41:46 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 10:41:49 AM GMT-07:00

----Forwarded using **Multi-Forward Chrome Extension**---
From: Gibson Nyambura
Date: Wed Feb 28 2018 09:22:37 GMT+1100 (AEDT)
Subject: Re: Request for Meeting
To: Michael Skiles
Cc: Lilian Kim

Michael,

My apologies but here are parking directions. I have attached the directions in this email. See you soon.

Best,

On Tue, Feb 27, 2018 at 1:38 AM, Michael Skiles <[redacted]> wrote:

> Actually we'll be coming in a Parshan's [redacted], license plate [redacted]
>
> Sent from my iPhone
>
> On Feb 26, 2018, at 4:09 PM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:
>
> > Michael,
> >
> > Do you know the year of the vehicle?
> >
> > Best,
> >
> > On Mon, Feb 26, 2018 at 2:11 PM, Michael Skiles [redacted] > wrote:
> >
> > > Dear Gibson,
> > >
> > > The attendees will be:
> > > Cameron Keller
> > > Gabriela Meza
> > > Victoria Solkovits
> > > Joshua Baum
> > > Michael Skiles
> > > Zahra Hajee
> > > Parshan Khosravi
> > >
> > > Josh will drive a vehicle:
> > > [redacted]
> > >
> > > Also, if possible,
> > > an agenda would be appreciated so that those who will be in attendance can confer

with those who will not be to ensure a productive discussion.

Best,
Michael

Sent from my iPhone

On Feb 26, 2018, at 11:24 AM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:

> Michael,
>
> I want to follow up on the list of people who will be in the meeting tomorrow. Please help me get the list before the end of this business day.
>
> Best,
>
> On Thu, Feb 22, 2018 at 8:05 PM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:
>> There are some items we would like to discuss. If you would be kind to provide a list of the people who will be to attend the meeting. Also, please provide me with vehicle information so as to accommodate with parking.
>>
>> -Name
>> -Vehicle make
>> -License plate
>>
>> Best,
>>
>> Gibson Nyambura
>> Project Coordinator
>> Department of Neighborhood Empowerment
>> 14410 Sylvan Street
>> Van Nuys, CA 91406
>> Tel: 818-374-9898
>>
>> On Feb 22, 2018 6:02 PM, "Michael Skiles" <[redacted]@ucla.edu> wrote:
>>> Dear Gibson,
>>>
>>> We can meet Tuesday at 3:30. What do you want to meet to discuss?
>>>
>>> Best regards,
>>> Michael Skiles
>>>
>>> On Thursday, February 22, 2018 5:30 PM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:
>>>
>>> Good afternoon Michael,
>>>
>>> The Department of Neighborhood Empowerment would like to schedule a meeting with Westwood formation committee next week. Please let me know which times work best.

- Tuesday, February 27 at 3:30 pm at the City Hall office
- Wednesday, February 28 at 2 pm at the City Hall office
- Thursday, March 1 at 10:00 am in Westwood
- Friday, March 2 at 3 pm at the City Hall office

Thank you,

--

Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



--

Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
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--

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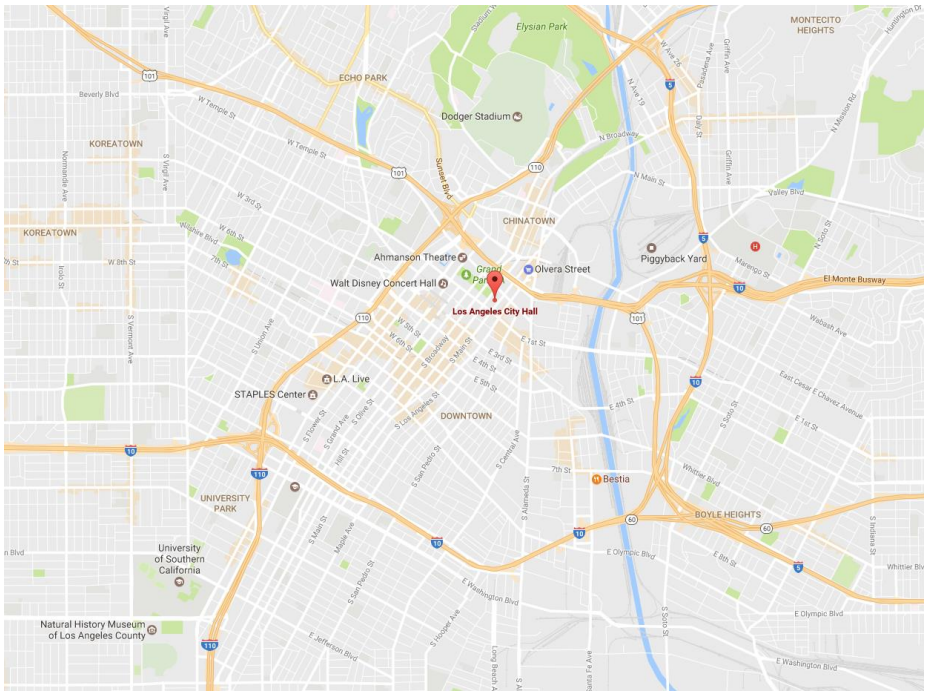
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Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



How to Get to City Hall



Driving instructions to City Hall

From the North, take the 101 freeway, exit on Los Angeles St.
Make a Right off the ramp onto Los Angeles (going south)

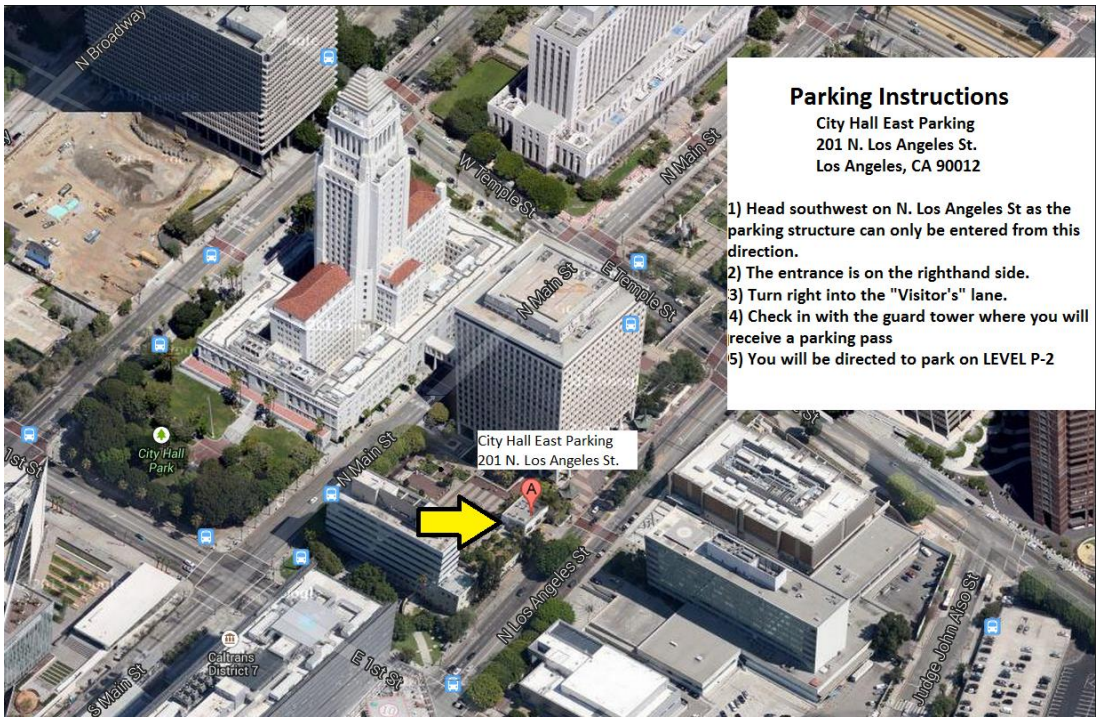
From the South, take the 110 freeway, exit on 4th St (One Way Street).
Take 4th Street to Main Street and
Make a left onto Main Street go to Temple
Temple make a Right, go to Los Angeles
Los Angeles make a Right

For Both (North and South) Enter the Parking Structure from Los Angeles Street
Located between Temple St. and 1st Street (if you get to 1st Street you've gone too far.)
You must check-in at the parking booth and show ID

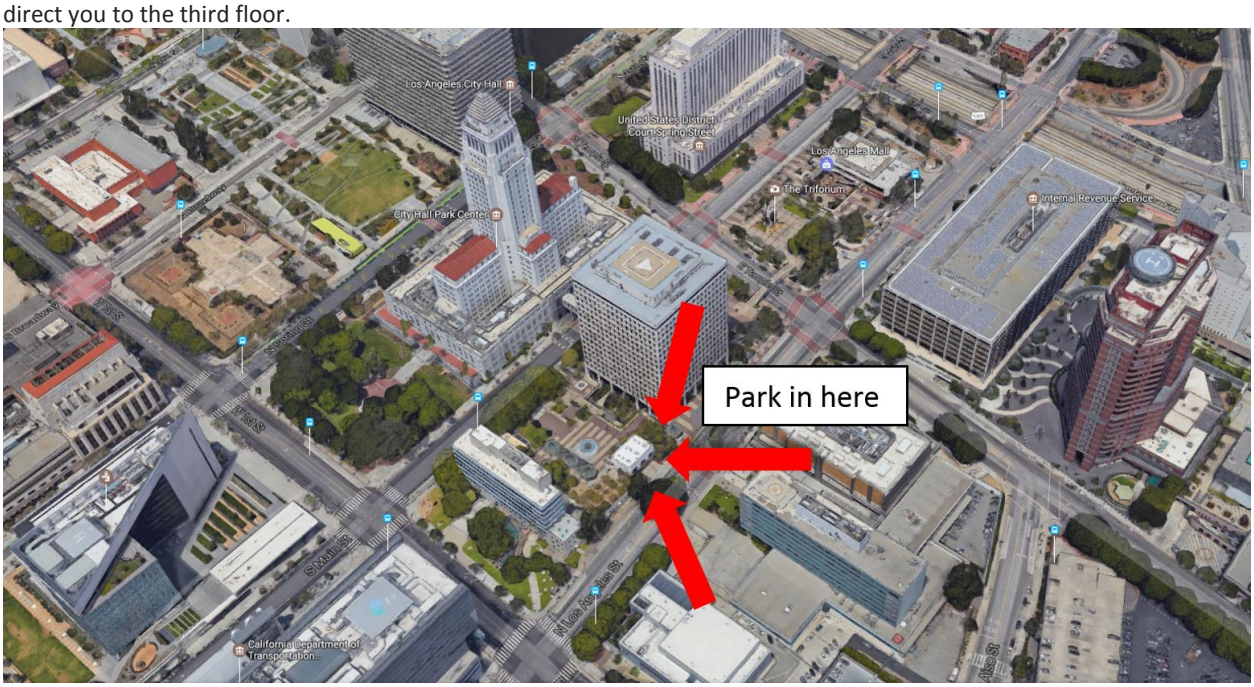
You will be directed to drive underground to the P2 level. (You are now under City Hall East.)

After you have parked: To visit City Hall, take the elevator to the 2rd floor.
Cross Main Street (you'll notice a bridge connecting City Hall East and City Hall overhead.)
Go into City Hall, check in with the guard, show ID and go through metal detectors

Addresses
City Hall East is 200 N. Main Street, LA 90012 (park here)
City Hall is 200 N. Spring Street, LA, 90012



PARKING: Parking is under City Hall East (200 N. Main Street, LA 90012), and its entrance is on the west side of Los Angeles Street, between Temple St. and 1st Street. Enter the parking lot, follow the directions from the attendant, take the elevator to the ground floor and exit City Hall East, walk across Main Street, and enter City Hall where security will direct you to the third floor.



Walking directions if you are arriving from Union Station



LA Metro maps and timetables: https://www.metro.net/riding/maps/

----Forwarded using **Multi-Forward Chrome Extension**---
From: "Beck, Michael"
Date: Fri Feb 23 2018 17:00:46 GMT+1100 (AEDT)
Subject: RE: Postponed Meeting
To: GSA President , "Wong, Shirley" , "Enright, Matt"
Cc: "lilian.kim@lacity.org" , Gibson Nyambura

Subject: Fwd: RE: Postponed Meeting
From: lilian.kim@lacity.org
To: ELA.PRA@lacity.org
Date Sent: Wednesday, June 27, 2018 10:41:47 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 10:41:50 AM GMT-07:00

Michael,

Let us know when the meeting gets rescheduled.

Thanks

...Michael

Michael J. Beck
Administrative Vice Chancellor

UCLA

UCLA Administration
Murphy Hall 2211
Box 951405
Los Angeles, CA 90095-1405
(310) 825-2411

From: GSA President [mailto:[redacted].ucla.edu]
Sent: Thursday, Feb 22 2018 8:39 PM
To: [redacted] <[redacted]@[redacted].ucla.edu>; Enright, Matt <[redacted]@[redacted].ucla.edu>; Beck, Michael <[redacted]@ucla.edu>
Cc: lilian.kim@lacity.org; Gibson Nyambura <Gibson.Nyambura@lacity.org>
Subject: Postponed Meeting

Dear VC Beck, Matt and Shirley,

Thanks for all of your assistance in securing the venue and parking for the Board of Neighborhood Commissioners meeting. Unfortunately the Los Angeles Department of Neighborhood Empowerment has decided to postpone this hearing; hence we do not require these services on Monday. We apologize for the inconvenience and hope you will work with us again when DONE decides to reschedule.

Best regards,
Michael Skiles
President, UCLA Graduate Students Association
Graduate Chair, UC Council of Student Body Presidents


UCLA

----Forwarded using **Multi-Forward Chrome Extension**---
From: Michael Skiles
Date: Fri Feb 23 2018 06:00:47 GMT+1100 (AEDT)
Subject: Re: Special BONC meeting on Monday, February 26 at 6 pm has been postponed
To: Mike Fong
Cc: Michael Skiles , [redacted]@[redacted].ucla.edu, Arielle Yael Mokhtarzadeh , [redacted], [redacted], Gibson Nyambura , Lilian Kim

Subject: Fwd: Re: Special BONC meeting on Monday, February 26 at 6 pm has been postponed
From: lilian.kim@lacity.org
To: ELA.PRA@lacity.org
Date Sent: Wednesday, June 27, 2018 10:41:48 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 10:41:50 AM GMT-07:00

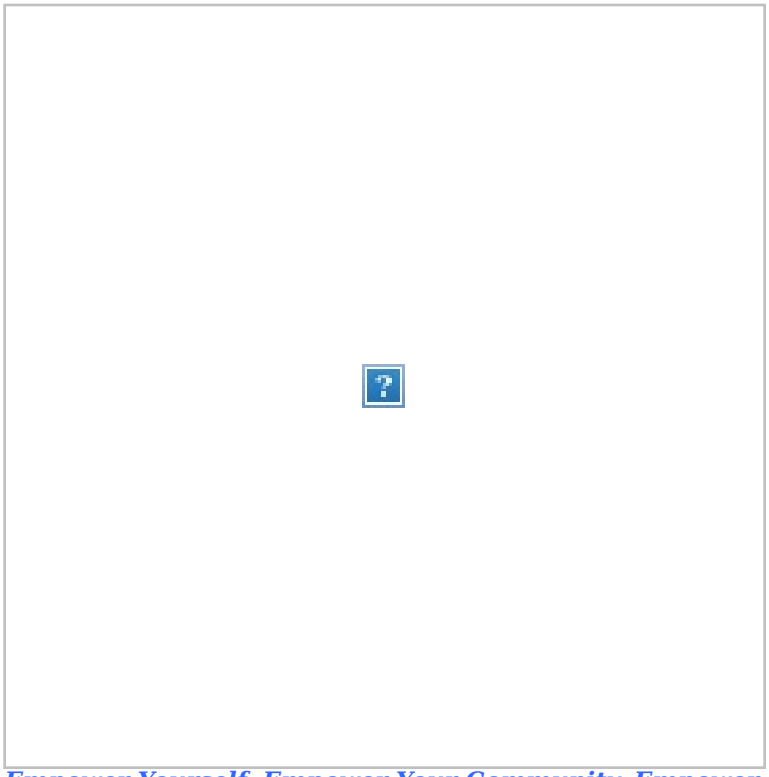
Dear Mike,

Why has the meeting been rescheduled? We have invested considerable efforts in booking facilities, arranging logistics and outreaching to the community about Monday's meeting. It's disheartening to see it cancelled with no explanation. When can we reschedule it?

Best,
Michael

On Feb 22, 2018, at 8:39 AM, Mike Fong <mike.fong@lacity.org> wrote:

> Dear Westwood North NC Formation Committee,
>
> Hope you are doing well.
>
> The special meeting originally scheduled for Monday, February 26 at 6 pm has been postponed. Sorry for any inconvenience.
>
> We will keep you posted regarding the town hall meeting date/time for the special BONC meeting on the Westwood North NC subdivision proposal.
>
> Thanks!
>
> Best,
>
> Mike
>
> --
>
> Mike Fong
> Director of Policy and Government Relations
>
> Department of Neighborhood Empowerment / Empower LA
> 200 North Spring Street, Suite 2005
> Los Angeles, CA 90012
>
> (213) 978-1551
> mike.fong@lacity.org
> Web | www.EmpowerLA.org



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Subject: Fwd: Fwd: Westwood Neighborhood Council - opposition to division
From: lilian.kim@lacity.org
To: ELA.PRA@lacity.org
Date Sent: Wednesday, June 27, 2018 10:41:50 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 10:41:52 AM GMT-07:00

----Forwarded using **Multi-Forward Chrome Extension**---
From: Mike Fong
Date: Fri Feb 23 2018 03:46:42 GMT+1100 (AEDT)
Subject: Fwd: Westwood Neighborhood Council - opposition to division
To: Gibson Nyambura , Mario Hernandez , Lilian Kim

fyi

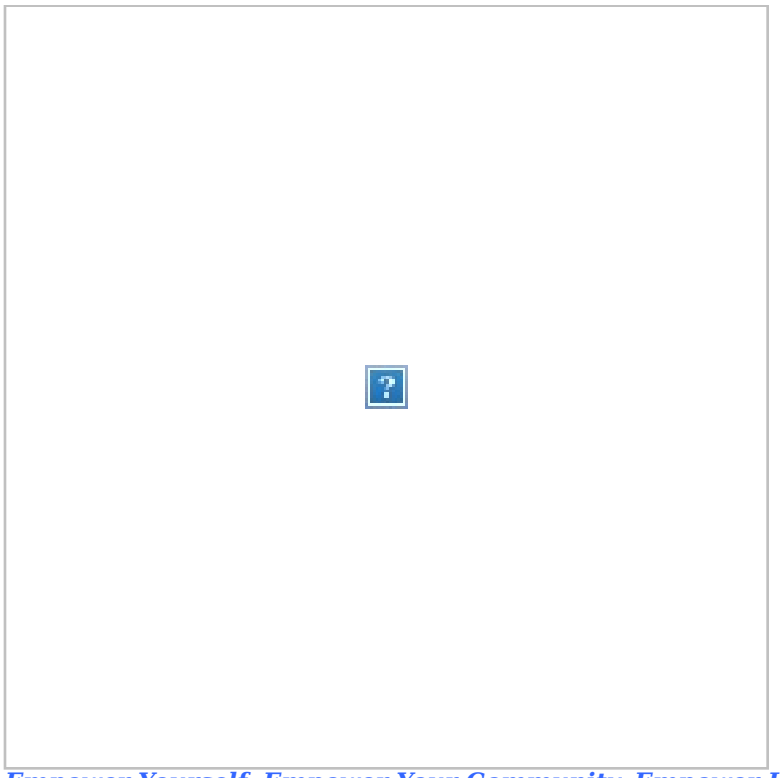
---------- Forwarded message ----------
From: **Sandy Brown** [redacted]>
Date: 2018-02-15 16:42 GMT-08:00
Subject: Westwood Neighborhood Council - opposition to division
To: mike.fong@lacity.org, Liu Grayce <grayce.liu@lacity.org>, Koretz Paul <paul.koretz@lacity.org>, Lisa Chapman Lisa Chapman <LChapman@wwnc.org>

--

Mike Fong
Director of Policy and Government Relations

Department of Neighborhood Empowerment / Empower LA
200 North Spring Street, Suite 2005
Los Angeles, CA 90012

(213) 978-1551
mike.fong@lacity.org
Web | www.EmpowerLA.org



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HOLMBY WESTWOOD PROPERTY OWNERS ASSOCIATION
P.O. BOX 49180
LOS ANGELES, CALIFORNIA 90049
HWPOA@AOL.COM (310) 470-1785

February 15, 2018

Mike Fong
Director of Policy and Govt. Relations
DONE

Grayce Liu, General Manager
Empower LA

Joy Atkinson, President
BONC

Paul Koretz
Councilman, 5th District

Lisa Chapman
President, Westwood Neighborhood Council

Dear Mr. Fong, Ms. Liu, Ms. Atkinson, Councilman Koretz, and Ms. Chapman;

I am writing to you on behalf of the Holmby Westwood Property Owners Association (HWPOA), representing 1100 single family homes whose residents are stakeholders within the boundary of the Westwood Neighborhood Council.

In a unanimous vote (20-0) by the Board of Directors of the HWPOA on February 13, 2018, the association requests to be on the record opposing a proposed hearing that is scheduled for Monday, February 26, 2018 at 6 pm.

There has been absolutely NO OUTREACH to our association regarding the creation of the North Westwood Neighborhood Council. See email below from Michael Skiles written and sent AFTER our Holmby Westwood Board of Directors meeting which concluded before 9:30 pm on February 13, 2018. Our vote of opposition prompted someone in attendance to let Mr. Skiles know that he had done NO outreach to our community. I am not aware of ANY outreach to the other three homeowner associations in Westwood.

We request that the scheduled hearing be postponed for 120 days in order to allow time for input into the process and response to the bylaws of the proposed council. To think that it has gone this far without such required outreach is astounding!!

Our association supports the Westwood Hills Property Owners Association and the Westwood Homeowners Association in their requests to you as well. These two associations will be severely

impacted if the boundaries of the new council are approved per Mike Fong's letter of February 9, 2018. Keeping communities whole as opposed to separating and dividing them should be the goal of such a department in any city. We are one community of Westwood serving all Westwood stakeholders!

Your department preaches community engagement and outreach. We urge you to practice what you preach!

I look forward to your response and, once again, request that the February 26, 2018 meeting be rescheduled.

Thank you.

Sincerely,

SANDY BROWN
President, Holmby Westwood Property Owners Association

cc: Holmby Westwood Property Owners Association

From: [redacted]@ucla.edu
To: hwpoa@aol.com
Sent: 2/13/2018 10:23:56 PM Pacific Standard Time
Subject: Westwood Forward

Hello neighbor,

I write on behalf of Westwood Forward, a coalition of students, residents and the Westwood Business community to revitalize Westwood by promoting entertainment and housing development. We'd love to come talk with your association to discuss our efforts to form a new neighborhood council as well as the rest of our advocacy agenda. Might there be an upcoming meeting in the near future that could work for your group?

Best regards,
Michael Skiles
President, UCLA Graduate Students Association
Graduate Chair, UC Council of Student Body Presidents

Subject: Fwd: Re: Meeting Room
From: lilian.kim@lacity.org
To: ELA.PRA@lacity.org
Date Sent: Wednesday, June 27, 2018 10:41:53 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 10:41:55 AM GMT-07:00

----Forwarded using **Multi-Forward Chrome Extension**---
From: Sevak Paramazian
Date: Wed Feb 21 2018 06:30:00 GMT+1100 (AEDT)
Subject: Re: Meeting Room
To: Mike Fong
Cc: Lilian Kim , Mario Hernandez , Gibson Nyambura

Hi Mike,

I have added your provided information.

Thank you,

On Tue, Feb 20, 2018 at 10:31 AM, Mike Fong <mike.fong@lacity.org> wrote:

> Hi Sevak,
>
> Hope you are doing well.
>
> Please add the info/address below to the Westwood North landing page for the special BONC meeting on Monday, February 26 at 6 pm.
>
> Thanks!
>
> Best,
>
> Mike
>
> ---------- Forwarded message ----------
> From: **Michael Skiles** <[redacted]@ucla.edu>
> Date: Fri, Feb 16, 2018 at 1:08 PM
> Subject: Re: Meeting Room
> To: Mike Fong <mike.fong@lacity.org>
> Cc: Lilian Kim <lilian.kim@lacity.org>, Mario Hernandez <mario.hernandez@lacity.org>
>
> Dear Mike,
>
> At Lilian's request, we have reserved the following room at 11020 Weyburn Ave for the BNC meeting on February 26th. It's beautiful and centrally located within our boundaries (there couldn't be a more equally convenient place for business owners, residents, AND students):
>
> http://www.uclameetings.com/Meeting-Event-Spaces/Village-View-Room-at-Weyburn-Terrace.aspx
>
> We will also have free, convenient, and accessible parking available. Please contact me at your convenience to finalize logistical details [redacted]
>
> Best regards,
> Michael Skiles
> President, UCLA Graduate Students Association
> Graduate Chair, UC Council of Student Body Presidents

On Friday, February 16, 2018 1:04 PM, Mike Fong <mike.fong@lacity.org> wrote:

Hi Michael,

Hope you are doing well.

Do you have a suggested location for a community meeting with the Board of Neighborhood Commissioners on Monday, February 26 at 6 pm (ideally with free parking also)?

Or is there a community room with guest parking at any of the apartment complexes in Westwood? Please advise.

Thanks!

Best,

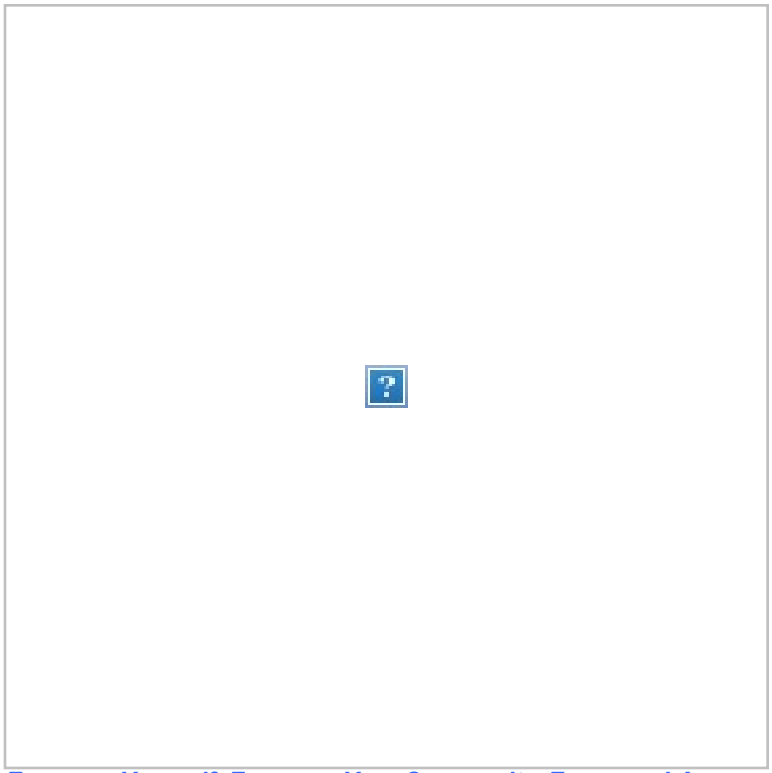
Mike

--

Mike Fong
Director of Policy and Government Relations

Department of Neighborhood Empowerment / Empower LA
200 North Spring Street, Suite 2005
Los Angeles, CA 90012

(213) 978-1551
mike.fong@lacity.org
Web | www.EmpowerLA.org



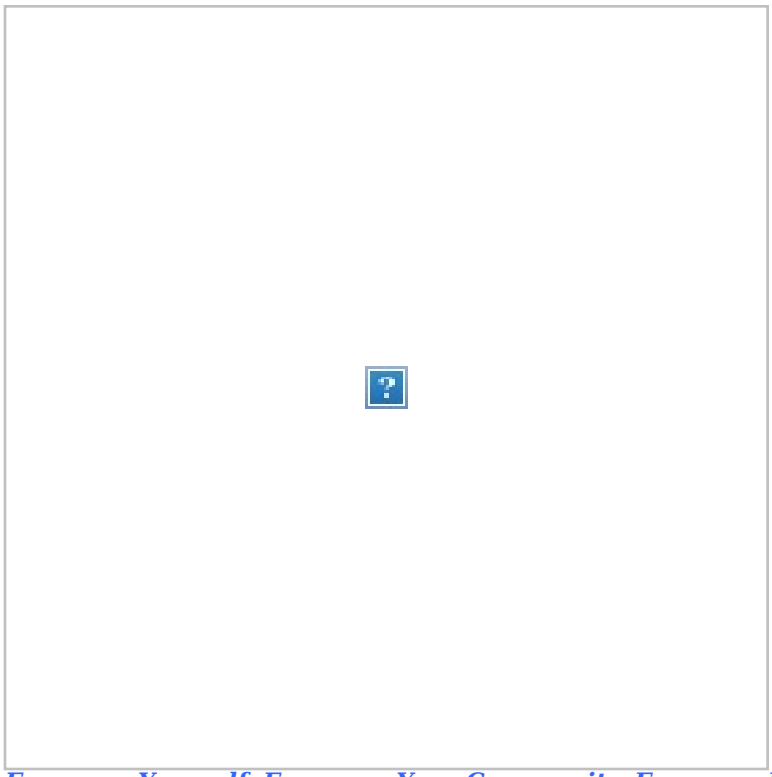
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--

Mike Fong
Director of Policy and Government Relations

Department of Neighborhood Empowerment / Empower LA
200 North Spring Street, Suite 2005
Los Angeles, CA 90012

(213) 978-1551
mike.fong@lacity.org
Web | www.EmpowerLA.org



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--

Sevak Paramazian
Systems Manager

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

NEIGHBORHOOD COUNCILS
EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT

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EMPOWERLA LEADERSHIP ACADEMY

Subject: Fwd: Re: Board of Neighborhood Commissioners - Westwood Meeting
From: lilian.kim@lacity.org
To: ELA.PRA@lacity.org
Date Sent: Wednesday, June 27, 2018 10:41:52 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 10:41:56 AM GMT-07:00

----Forwarded using **Multi-Forward Chrome Extension**---
From: Mike Fong
Date: Wed Feb 21 2018 06:41:17 GMT+1100 (AEDT)
Subject: Re: Board of Neighborhood Commissioners - Westwood Meeting
To: Sevak Paramazian
Cc: Lilian Kim , "Liu, Grayce" , Gibson Nyambura , Mario Hernandez

Thanks, Sevak!

On Tue, Feb 20, 2018 at 11:32 AM, Sevak Paramazian <sevak.paramazian@lacity.org> wrote:

> Thank you Lilian,
>
> I have added the parking information to the page.
>
> Thanks,
>
> On Tue, Feb 20, 2018 at 10:31 AM, Lilian Kim <lilian.kim@lacity.org> wrote:
>
>> Hi Sevak,
>>
>> I formatted in PDF for your convenience.
>>
>> Thanks,
>>
>> Lilian Kim
>> Executive Administrative Assistant III
>>
>> **Department of Neighborhood Empowerment**
>> 200 N. Spring Street, Suite 2005
>> Los Angeles, CA 90012
>> Office |(213) 473-6914 Email | Lilian.Kim@LACity.org Web | www.EmpowerLA.org
>>
>> NEIGHBORHOOD COUNCILS
>> EMPOWER LA
>> Department of
>> NEIGHBORHOOD EMPOWERMENT
>>
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>>
>> EMPOWERLA LEADERSHIP ACADEMY
>>
>> On Tue, Feb 20, 2018 at 10:29 AM, Mike Fong <mike.fong@lacity.org> wrote:
>>
>>> Hi Sevak,
>>>
>>> Hope you are doing well.
>>>
>>> For Monday's meeting in Westwood (2/26 at 6 pm), please add the following info below for parking info to the Westwood North landing page.
>>>
>>> Thanks!

Best,

Mike

---------- Forwarded message ----------
From: **GSA President** <[redacted]@[redacted].ucla.edu>
Date: Fri, Feb 16, 2018 at 6:42 PM
Subject: Fwd: Board of Neighborhood Commissioners - Westwood Meeting
To: mike.fong@lacity.org, lilian.kim@lacity.org

And here's the info for free parking. Parking Structure 32 is just south of the Weyburn Commons building where the meeting will take place.

Best,
Michael

---------- Forwarded message ----------
From: **Enright, Matt** <[redacted]@[redacted].ucla.edu>
Date: Fri, Feb 16, 2018 at 5:23 PM
Subject: Board of Neighborhood Commissioners - Westwood Meeting
To: "[redacted]@[redacted].ucla.edu" <[redacted]@[redacted].ucla.edu>
Cc: "Humber, Delya" <[redacted]@ucla.edu>

Michael,

Following up on our phone conversation, I have submitted the coupon code “WESTWOOD” to be used at Parking Structure 32 Pay Stations on Monday, February 26 from 5:00PM-10:00PM. Instructions of the Pay Stations are listed below. Guests will be able to park in any unreserved space in the structure after 5:00PM. Please let me know if you have any questions or changes.

Thanks,

Matt

1. Enter Parking Structure 32 and park in any unreserved stall.

2. Go to the nearest parking pay station on level 1 to obtain your self-parking daily permit.

3. When prompted, enter your license plate number into the parking pay station by using the number pad.

4. Select “Commuter Club” from list of rates. You may have to select More Options if “Commuter Club” does not appear on the first screen.

5. When prompted, enter Coupon Code **WESTWOOD**.

6. Please retain permit as a receipt for parking.

It is not necessary to display the permit on the vehicle, unless it is not displaying a license plate. If the vehicle does not have plates, there are instructions to enter the last six digits of the VIN and then display the permit on the driver’s side dash.


INSTRUCTIONS
1
PRESS KEYPAD
2
FOLLOW PROMPTS
3
MAKE PAYMENT
4
TAKE RECEIPT
CANCEL
OK
RECEIPT

Matt Enright

UCLA Events & Transportation

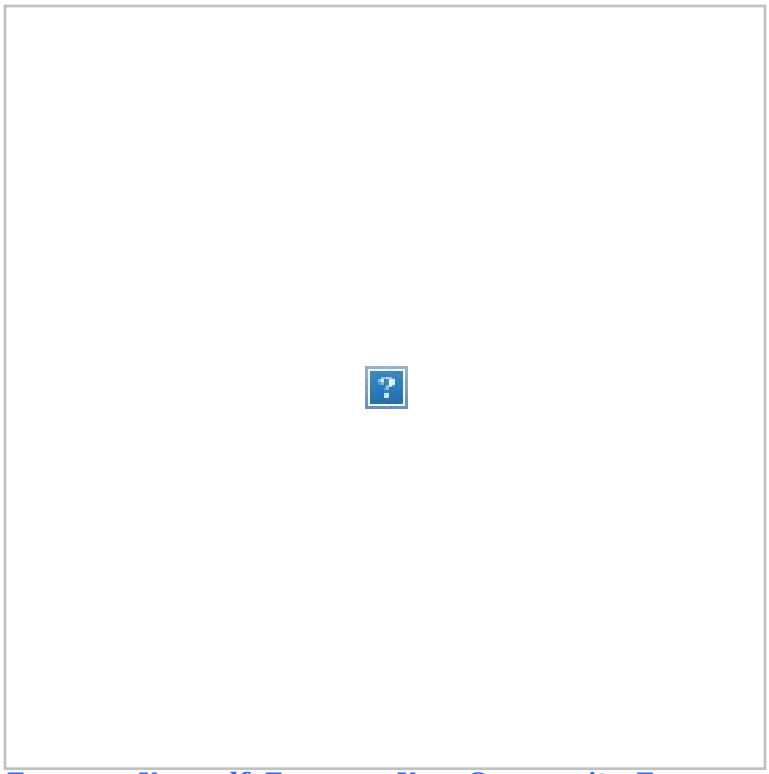
310.825.1286

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Mike Fong
Director of Policy and Government Relations

Department of Neighborhood Empowerment / Empower LA
200 North Spring Street, Suite 2005
Los Angeles, CA 90012

(213) 978-1551
mike.fong@lacity.org
Web | www.EmpowerLA.org



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--
Sevak Paramazian
Systems Manager

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

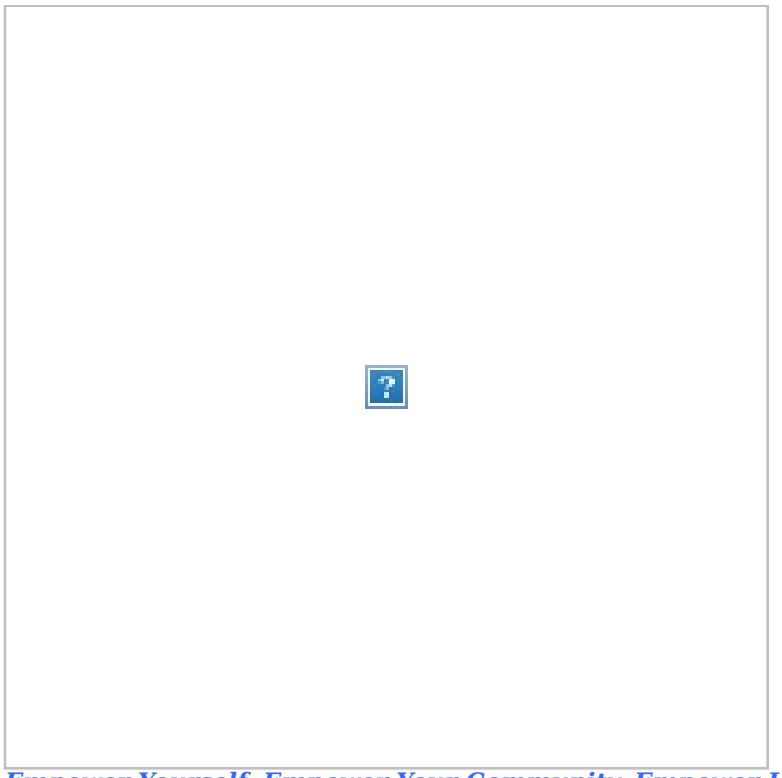


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Mike Fong
Director of Policy and Government Relations

Department of Neighborhood Empowerment / Empower LA
200 North Spring Street, Suite 2005
Los Angeles, CA 90012

(213) 978-1551
mike.fong@lacity.org
Web | www.EmpowerLA.org



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INSTRUCTIONS
1
PRESS KEYPAD
2
FOLLOW PROMPTS
3
MAKE PAYMENT
4
TAKE RECEIPT
CANCEL
OK
RECEIPT

Subject: Fwd: Re: We booked a great free place for BNC meeting!
From: lilian.kim@lacity.org
To: ELA.PRA@lacity.org
Date Sent: Wednesday, June 27, 2018 10:41:54 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 10:41:56 AM GMT-07:00

----Forwarded using **Multi-Forward Chrome Extension**---
From: Lilian Kim
Date: Wed Feb 21 2018 06:14:45 GMT+1100 (AEDT)
Subject: Re: We booked a great free place for BNC meeting!
To: Gibson Nyambura
Cc: GSA President

Hi Gibson,

We were notified. Thank so much for all your help.

I really appreciate it.

Best,

Lilian Kim
Executive Administrative Assistant III

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office |(213) 473-6914 Email | Lilian.Kim@LACity.org Web | www.EmpowerLA.org

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Department of NEIGHBORHOOD EMPOWERMENT
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EMPOWERLA LEADERSHIP ACADEMY

On Tue, Feb 20, 2018 at 11:10 AM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:

> Michael,
>
> Thank you providing adequate information. I will cc my colleague Lilian on this confirmation.
>
> Best,
>
> On Fri, Feb 16, 2018 at 11:49 AM, GSA President <[redacted]@[redacted].ucla.edu> wrote:
>
> > Dear Gibson,
> >
> > At your request, we have reserved the following room at 11020 Weyburn Ave for the BNC meeting on February 26th. It's beautiful and centrally located within our boundaries (there couldn't be a more equally convenient place for business owners, residents, AND students):
> >
> > http://www.uclameetings.com/Meeting-Event-Spaces/Village-View-Room-at-Weyburn-Terrace.aspx

We will also have free, convenient, and accessible parking available. Please contact me at your convenience to finalize logistical details [redacted]

Best regards,
Michael Skiles
President, UCLA Graduate Students Association
Graduate Chair, UC Council of Student Body Presidents

--

Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

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EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT

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EMPOWERLA LEADERSHIP ACADEMY

Subject: Fwd: Re: Department of Neighborhood Empowerment
From: lilian.kim@lacity.org
To: ELA.PRA@lacity.org
Date Sent: Wednesday, June 27, 2018 10:41:56 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 10:41:58 AM GMT-07:00

----Forwarded using **Multi-Forward Chrome Extension**---
From: Mike Fong
Date: Wed Feb 21 2018 05:32:02 GMT+1100 (AEDT)
Subject: Re: Department of Neighborhood Empowerment
To: GSA President
Cc: Lilian Kim

Thanks, Michael!

On Fri, Feb 16, 2018 at 6:38 PM, GSA President <[redacted]@[redacted]ucla.edu> wrote:

> Everything's set! :)
>
> ---------- Forwarded message ----------
> From: **Wong, Shirley** <[redacted]@[redacted].ucla.edu>
> Date: Fri, Feb 16, 2018 at 5:02 PM
> Subject: Re: Department of Neighborhood Empowerment
> To: GSA President <[redacted]@[redacted].ucla.edu>
> Cc: "Lee, Christine (UA)" <[redacted]@[redacted].ucla.edu>, "Beck, Michael" <[redacted]@ucla.edu>
>
> Hi, Michael: no problem...we will have someone meet the IT person at 5 pm to ensure everything is working and set up accordingly. Thanks
>
> Sent from my iPhone
>
> On Feb 16, 2018, at 4:54 PM, GSA President <[redacted]@[redacted].ucla.edu> wrote:
>
>> Thank you, Shirley!
>>
>> This will be a public hearing by a commission, so the ideal setup would have:
>> Rectangular tables with 12 seats for the Commissioners on the north end of the room, facing south towards the audience.
>> 100 audience chairs facing these tables (since we don't know exact attendance but want to be prepared in case of high turnout).
>>
>> The Los Angeles Department of Neighborhood Empowerment would like to use its own podium and audio equipment, since they're required by law to record the meeting. If it works for you, they'd like to send their own IT person at 5pm to set up--their set of equipment is complete and only requires an electrical outlet from you. There will be no projection.
>>
>> Best regards,
>> Michael Skiles
>> President, UCLA Graduate Students Association
>> Graduate Chair, UC Council of Student Body Presidents

On Fri, Feb 16, 2018 at 3:11 PM, Wong, Shirley <[redacted]@[redacted].ucla.edu> wrote:

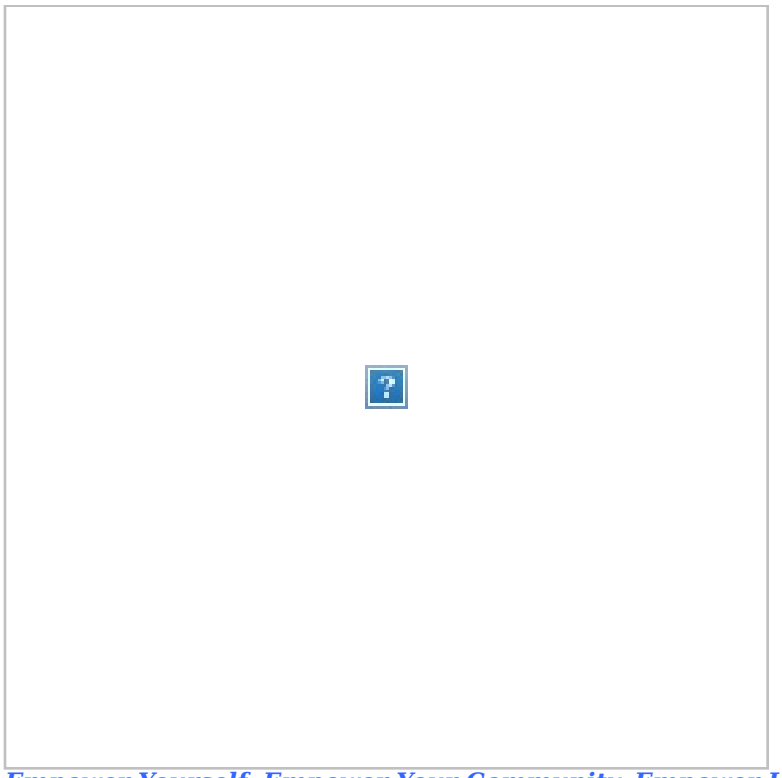
> Hi, Michael:
>
> We have reserved for your group meeting noted in the above subject line in the Weyburn Terrace Village View Room for Monday, February 26 at 6 pm for a meeting with approximately 50 persons. Please let us know how long the meeting will take place, what type of set up (round tables with chairs, u-shaped set up conference style, classroom style, etc.), do you need a projector for slide show and podium with speakers, etc. I have included Christine in my office so she can assist you with your set up. Thanks and have a great holiday weekend.
>
> With every best wish,
>
> Shirley Wong
>
> Director, UCLA University Apartments
>
> UCLA | HOUSING & HOSPITALITY SERVICES
>
> Office: (310) 390-1274 | Cell: [redacted]
>
> [redacted]@[redacted].ucla.edu | hhs.ucla.edu

--

Mike Fong
Director of Policy and Government Relations

Department of Neighborhood Empowerment / Empower LA
200 North Spring Street, Suite 2005
Los Angeles, CA 90012

(213) 978-1551
mike.fong@lacity.org
Web | www.EmpowerLA.org



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Subject: Fwd: We booked a great place for Westwood BNC meeting!
From: lilian.kim@lacity.org
To: ELA.PRA@lacity.org
Date Sent: Wednesday, June 27, 2018 10:41:57 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 10:41:59 AM GMT-07:00

----Forwarded using **Multi-Forward Chrome Extension**---
From: Michael Skiles
Date: Sat Feb 17 2018 06:50:27 GMT+1100 (AEDT)
Subject: We booked a great place for Westwood BNC meeting!
To: lilian.kim@lacity.org

From: Michael Skiles Dear Lilian, At your request, we have reserved the following room at 11020 Weyburn Ave for the BNC meeting on February 26th. It's beautiful and centrally located within our boundaries (there couldn't be a more equally convenient place for business owners, residents, AND students): http://www.uclameetings.com/Meeting-Event-Spaces/Village-View-Room-at-Weyburn-Terrace.aspx We will also have free, convenient, and accessible parking available. Please contact me at your convenience to finalize logistical details 2102186577 Best regards, Michael Skiles President, UCLA Graduate Students Association Graduate Chair, UC Council of Student Body Presidents -- This e-mail was sent from the contact form on EmpowerLA's department page.

Subject: Case 22157 - [FWD: Re: register to vote for Skid Row NC]
From: elections@empowerla.org
To: PRA PRA <ELA.PRA@lacity.org>
Date Sent: Wednesday, June 27, 2018 10:57:28 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 10:58:01 AM GMT-07:00

---

*Please submit all Election related challenges within 5 calendar days of the Neighborhood Council Elections. All challenges must be submitted through the EmpowerLA Challenge Portal

Department of Neighborhood Empowerment - Elections Division
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

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EMPOWERLA LEADERSHIP ACADEMY

-------- Original Message --------
Subject: Re: register to vote for Skid Row NC
From: Emerald Germaine Snow <[redacted]@ucla.edu>
Date: Wed, April 05, 2017 2:03 pm
To: Empower La <Elections@empowerla.org>

Any update on this?

Emerald Germaine Snow Chôque Torres, MSPH, MA
Ph: [redacted]
Pronouns: She/Her/Hers
Skype: [redacted]

On Fri, Mar 31, 2017 at 6:28 PM, Emerald Germaine Snow <[redacted]@ucla.edu> wrote:

> Hi,
>
> I am having issues with the website. Can I give you my info to register online as a community stakeholder? If so, here it is:
>
> Emerald Snow
> [redacted] Moorpark St. [redacted]
> Los Angeles, CA 91423
> [redacted]
>
> Member of Democratic Socialists of America - Los Angeles
> 801 E 4th Pl, Los Angeles, CA 90013
>
> Attached are my photo ID and email from DSA.
>
> Thanks,
> Emerald

Emerald Germaine Snow Chôque Torres, MSPH, MA
Ph: [redacted]
Pronouns: She/Her/Hers
Skype: [redacted]


EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT


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Subject: Case 22157 - [FWD: Voter Suppression and Community Engagement]
From: elections@empowerla.org
To: PRA PRA <ELA.PRA@lacity.org>
Date Sent: Wednesday, June 27, 2018 10:58:01 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 10:58:34 AM GMT-07:00

---

*Please submit all Election related challenges within 5 calendar days of the Neighborhood Council Elections. All challenges must be submitted through the EmpowerLA Challenge Portal

Department of Neighborhood Empowerment - Elections Division
200 N. Spring Street, Suite 2005
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EMPOWERLA LEADERSHIP ACADEMY

-------- Original Message --------
Subject: Voter Suppression and Community Engagement
From: GSA President [redacted]@[redacted].ucla.edu>
Date: Tue, July 18, 2017 2:38 pm
To: elections@empowerla.org

To whom it may concern,

I write on behalf of the roughly 44,000 students at UCLA to encourage the Department of Neighborhood Empowerment to reject the Westwood Neighborhood Council's recommendation that its board members terms be extended by 1 year so that the next election would be in 2019. Instead, I would encourage elections to be held in 2018 for a 3-year term to end in 2021.

Our concern is that the current members on the board (most of whom are not students) are acting in a self-serving manner to avoid electoral accountability, not only in this recommendation but also in their repeated refusal to allow online voting.

Their last election on just one day on June 5th, which was at the beginning of UCLA's Final Exams period, was located at 1350 S. Sepulveda, which is about as far as a polling place could possibly be from where most of UCLA's students (most of whom do not have cars) reside on and around campus. When the polling place would require most of its electorate, in the middle of their most stressful time of the year, to walk about 40 minutes each way or else take an Uber (which is expensive for students), this presents a serious barrier to participation, which resulted in just 496 votes cast in an electorate of over 50,000.

The current board lacks democratic legitimacy, and our students are being disenfranchised. I hope you will work with us to have elections in 2018 that are accessible both in person and online.

Best regards,
Michael Skiles
President, UCLA Graduate Students Association
Graduate Chair, UC Council of Student Body Presidents


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Subject: Case 22157 - [FWD: register to vote for Skid Row NC]
From: annmarie@empowerla.org
To: ELA PRA <ELA.PRA@lacity.org>
Date Sent: Wednesday, June 27, 2018 11:00:01 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 11:00:34 AM GMT-07:00

-------- Original Message --------
Subject: register to vote for Skid Row NC
From: Emerald Germaine Snow <[redacted]@ucla.edu>
Date: Fri, March 31, 2017 6:28 pm
To: Elections@empowerla.org

Hi,

I am having issues with the website. Can I give you my info to register online as a community stakeholder? If so, here it is:

Emerald Snow
[redacted] Moorpark St. [redacted]
Los Angeles, CA 91423
[redacted]

Member of Democratic Socialists of America - Los Angeles
[redacted]E 4th Pl, Los Angeles, CA 90013

Attached are my photo ID and email from DSA.

Thanks,
Emerald

Emerald Germaine Snow Chôque Torres, MSPH, MA
Ph: [redacted]
Pronouns: She/Her/Hers
Skype: [redacted]

From: **DSA-LA** <admin@dsala.emailnb.com>
Date: Thu, Mar 30, 2017 at 5:00 PM
Subject: Supporting the Community
To: Emerald Germaine Snow [redacted]

DSA-LA

Emerald --

Right now there is an incredibly important vote taking place both online and in-person regarding the creation of a Skid Row Neighborhood Council. We want to let you know that as a full member of the Democratic Socialists of America, Los Angeles chapter, you are considered a stakeholder in this election, and so you are eligible to vote! If you want to vote online, you have until Sunday 4/2; if you want to vote in person, you have until Thursday 4/6. This email will serve as documentation of your membership and your substantial and ongoing participation in our organization. We are desperate to turn out the vote for this election, so if you're willing to help out, please check out our guide for more information on the voting process and background information from our Housing & Homelessness committee.

Subject: Case 22157 - [FWD: Re: register to vote for Skid Row NC]
From: annmarie@empowerla.org
To: ELA PRA <ELA.PRA@lacity.org>
Date Sent: Wednesday, June 27, 2018 11:00:17 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 11:00:50 AM GMT-07:00

-------- Original Message --------
Subject: Re: register to vote for Skid Row NC
From: Emerald Germaine Snow <[redacted]@ucla.edu>
Date: Wed, April 05, 2017 2:03 pm
To: Empower La <Elections@empowerla.org>

Any update on this?

Emerald Germaine Snow Chôque Torres, MSPH, MA
Ph: [redacted]
Pronouns: She/Her/Hers
Skype: [redacted]

On Fri, Mar 31, 2017 at 6:28 PM, Emerald Germaine Snow <[redacted]@ucla.edu> wrote:

> Hi,
>
> I am having issues with the website. Can I give you my info to register online as a community stakeholder? If so, here it is:
>
> Emerald Snow
> [redacted] Moorpark St, [redacted]
> Los Angeles, CA 91423
> [redacted]
>
> Member of Democratic Socialists of America - Los Angeles
> [redacted] E 4th Pl, Los Angeles, CA 90013
>
> Attached are my photo ID and email from DSA.
>
> Thanks,
> Emerald
>
> ---
>
> *Emerald Germaine Snow Chôque Torres, MSPH, MA*
> *Ph:* [redacted]
> *Pronouns: She/Her/Hers*
> *Skype:* [redacted]

Subject: Case 22157 - [FWD: Voter Suppression and Community Engagement]
From: annmarie@empowerla.org
To: ELA PRA <ELA.PRA@lacity.org>
Date Sent: Wednesday, June 27, 2018 11:00:28 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 11:01:01 AM GMT-07:00

-------- Original Message --------
Subject: Voter Suppression and Community Engagement
From: GSA President <[redacted]@[redacted].ucla.edu>
Date: Tue, July 18, 2017 2:38 pm
To: elections@empowerla.org

To whom it may concern,

I write on behalf of the roughly 44,000 students at UCLA to encourage the Department of Neighborhood Empowerment to reject the Westwood Neighborhood Council's recommendation that its board members terms be extended by 1 year so that the next election would be in 2019. Instead, I would encourage elections to be held in 2018 for a 3-year term to end in 2021.

Our concern is that the current members on the board (most of whom are not students) are acting in a self-serving manner to avoid electoral accountability, not only in this recommendation but also in their repeated refusal to allow online voting.

Their last election on just one day on June 5th, which was at the beginning of UCLA's Final Exams period, was located at 1350 S. Sepulveda, which is about as far as a polling place could possibly be from where most of UCLA's students (most of whom do not have cars) reside on and around campus. When the polling place would require most of its electorate, in the middle of their most stressful time of the year, to walk about 40 minutes each way or else take an Uber (which is expensive for students), this presents a serious barrier to participation, which resulted in just 496 votes cast in an electorate of over 50,000.

The current board lacks democratic legitimacy, and our students are being disenfranchised. I hope you will work with us to have elections in 2018 that are accessible both in person and online.

Best regards,
Michael Skiles
President, UCLA Graduate Students Association
Graduate Chair, UC Council of Student Body Presidents

Subject: Fwd: Completed: Please DocuSign: INTERNSHIP_Bedo, Menar[redacted]_Summer 2018.pdf
From: Kori Parraga <kori.parraga@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Wednesday, June 27, 2018 2:43:22 PM GMT-07:00
Date Received: Wednesday, June 27, 2018 2:44:03 PM GMT-07:00

---------- Forwarded message ----------
From: **Man-Qin He** <manqin.he@lacity.org>
Date: Wed, Jun 27, 2018 at 2:32 PM
Subject: Fwd: Completed: Please DocuSign: INTERNSHIP_Bedo, Menar_[redacted]Summer 2018.pdf
To: Kori Parraga <kori.parraga@lacity.org>

---------- Forwarded message ----------
From: **GREGORY GONZALEZ via DocuSign** <dse@docusign.net>
Date: Thu, Jun 14, 2018 at 1:50 PM
Subject: Completed: Please DocuSign: INTERNSHIP_Bedo, Menar_[redacted]_Summer 2018.pdf
To: Man-qin He <Manqin.he@lacity.org>

DocuSign

Your document has been completed

VIEW COMPLETED DOCUMENT

GREGORY GONZALEZ
[redacted]@[redacted].ucla.edu

All parties have completed Please DocuSign: INTERNSHIP_Bedo, Menar_[redacted]_Summer 2018.pdf.

Hello Man-qui He, In reference to the internship course application for Menar Bedo, please review and sign the included internship agreement.

Greg Gonzalez
Program Assistant
Career and Certificate Programs

10995 Le Conte Ave, Room 515
Los Angeles, CA 90024
310-206-1654 – Phone
310-206-7249 - Fax
[redacted]@[redacted].ucla.edu

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Best Regards,

Man-Qin He
Sr. Accountant I

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Department of Neighborhood Empowerment
200 North Spring Street, Suite 2005
Los Angeles, CA 90012
Downtown Office: (213) 978-1551
Downtown Fax: (213) 978-1751
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Kori Parraga
Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Direct: **213-978-1485**
Office :213-978-1551 Fax: 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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Subject: Fwd: Please DocuSign: INTERNSHIP_Bedo, Menar[redacted]_Summer 2018.pdf
From: Kori Parraga <kori.parraga@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Wednesday, June 27, 2018 2:43:43 PM GMT-07:00
Date Received: Wednesday, June 27, 2018 2:44:24 PM GMT-07:00

---------- Forwarded message ----------
From: **Man-Qin He** <manqin.he@lacity.org>
Date: Wed, Jun 27, 2018 at 2:31 PM
Subject: Fwd: Please DocuSign: INTERNSHIP_Bedo, Menar[redacted]_Summer 2018.pdf
To: Kori Parraga <kori.parraga@lacity.org>

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From: **GREGORY GONZALEZ via DocuSign** <dse@docusign.net>
Date: Thu, Jun 14, 2018 at 11:28 AM
Subject: Please DocuSign: INTERNSHIP_Bedo, Menar[redacted]_Summer 2018.pdf
To: Man-qui He <Manqin.he@lacity.org>

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GREGORY GONZALEZ sent you a document to review and sign.

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GREGORY GONZALEZ
[redacted]@[redacted].ucla.edu

Hello Man-qui He, In reference to the internship course application for Menar Bedo, please review and sign the included internship agreement.

Greg Gonzalez
Program Assistant
Career and Certificate Programs
10995 Le Conte Ave, Room 515
Los Angeles, CA 90024
310-206-1654 – Phone
310-206-7249 - Fax
[redacted]@[redacted].ucla.edu

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Best Regards,

Man-Qin He
Sr. Accountant I

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Department of Neighborhood Empowerment
200 North Spring Street, Suite 2005
Los Angeles, CA 90012
Downtown Office: (213) 978-1551
Downtown Fax: (213) 978-1751
****

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Kori Parraga
Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Direct: **213-978-1485**
Office :213-978-1551 Fax: 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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Subject: Fwd: Please DocuSign: INTERNSHIP_Qin, Ge[redacted]_Summer 2018.pdf
From: Kori Parraga <kori.parraga@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Wednesday, June 27, 2018 2:43:59 PM GMT-07:00
Date Received: Wednesday, June 27, 2018 2:44:40 PM GMT-07:00

---------- Forwarded message ----------
From: **Man-Qin He** <mangin.he@lacity.org>
Date: Wed, Jun 27, 2018 at 2:28 PM
Subject: Fwd: Please DocuSign: INTERNSHIP_Qin, Ge[redacted]_Summer 2018.pdf
To: Kori Parraga <kori.parraga@lacity.org>

---------- Forwarded message ----------
From: **GREGORY GONZALEZ via DocuSign** <dse@docusign.net>
Date: Fri, Jun 1, 2018 at 3:15 PM
Subject: Please DocuSign: INTERNSHIP_Qin, Ge_[redacted]_Summer 2018.pdf
To: Man-Qin He <mangin.he@lacity.org>

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GREGORY GONZALEZ sent you a document to review and sign.

REVIEW DOCUMENT

GREGORY GONZALEZ
[redacted]@[redacted].ucla.edu

Hello Man-Qin He, In reference to the internship course application for Ge Qin, please review and sign the included internship agreement.

Greg Gonzalez
Program Assistant
Career and Certificate Programs
10995 Le Conte Ave, Room 515
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[redacted]@[redacted].ucla.edu

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--
Best Regards,

Man-Qin He
Sr. Accountant I

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Downtown Office: (213) 978-1551
Downtown Fax: (213) 978-1751
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--

Kori Parraga
Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
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Office :213-978-1551 Fax: 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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Subject: Re: Executive Cmte meetings
From: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
To: "Chapman, Lisa" <[redacted]@[redacted].ucla.edu>
Date Sent: Wed, 26 Apr 2017 12:21:28 -0700
Date Received: Wed, 26 Apr 2017 12:21:28 -0700 (PDT)

Hi, Lisa,

My apologies, I was out sick and am back in today and trying to catch up. I saw other emails going around about this and the last I saw was that you and Semee talked on the phone. Was the matter clarified? Also, Gibson is officially your representative now, so going forward he will be the one to help you out, but I didn't want you to feel like I was just ignoring the issue!

Thanks,

Jasmine Elbarbary
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



On Mon, Apr 24, 2017 at 5:06 PM, Chapman, Lisa [redacted]@[redacted].ucla.edu> wrote:

> Hi Jasmine,
>
> Our exec cmte is planning on meeting later this week to discuss wording on two motions that will come before our regular board in May.
>
> This will just be our exec cmte which is 4 members.
>
> This does not need to be iopen to the public, correct?
>
> Thanks,
>
> Lisa
>
> ---

UCLA HEALTH SCIENCES IMPORTANT WARNING: This email (and any attachments) is only intended for the use of the person or entity to which it is addressed, and may contain information that is privileged and confidential. You, the recipient, are obligated to maintain it in a safe, secure and confidential manner. Unauthorized redisclosure or failure to maintain confidentiality may subject you to federal and state penalties. If you are not the intended recipient, please immediately notify us by return email, and delete this message from your computer.

Subject: Executive Cmte meetings
From: "Chapman, Lisa" <[redacted]@[redacted].ucla.edu>
To: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
Date Sent: Tue, 25 Apr 2017 00:06:48 +0000
Date Received: Mon, 24 Apr 2017 17:06:51 -0700 (PDT)

Hi Jasmine,

Our exec cmte is planning on meeting later this week to discuss wording on two motions that will come before our regular board in May.

This will just be our exec cmte which is 4 members.

This does not need to be iopen to the public, correct?

Thanks,

Lisa

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END OF EMAIL 1

Subject: Re: Bylaw amendments and On line elections
From: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
To: "Kadota, Rob" [redacted]@[redacted].ucla.edu>
Cc: Holly Tilson <[redacted]>
Date Sent: Wed, 15 Feb 2017 14:30:37 -0800
Date Received: Wed, 15 Feb 2017 14:30:37 -0800 (PST)

Hi, Rob,

Thanks for your email and patience, sorry for the delayed response. Here is the final online voting report for Council File 15-1022-S2, we urge you to file a CIS on the matter sooner rather than later.

The elections are every 2 years on the even numbered years, so the last ones were 2016 and the next ones are 2018. Some NCs are different, some have 4 year terms, but most of them have 2. It depends on what your MVCC bylaws say.

That's exciting about the biking committee! I don't know of any other bike committees off the top of my head but if I come across another I'll connect you with them/let you know.

Best,

Jasmine Elbarbary
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

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The ones who are crazy enough to think they can change the world are the ones that do.

On Tue, Feb 7, 2017 at 5:31 PM, Kadota, Rob [redacted]@[redacted].ucla.edu> wrote:

> We're busy crafting possible changes to our bylaws and am checking in with you about that.. I thought I saw something recently from Empower about On Line elections but can't find it now on the web site – final report and recommendations?
>
> What's the expected/planned next round of elections and what's the expected term of office 2 years? 4 years?
>
> We recently launched a Bike Mar Vista! committee. Lots of great tings planned. Are there other NCs with bike committees?

> Best regards,
>
> Rob Kadota 門多
>
> Chair - Mar Vista Community Council
>
> [redacted]
>
> [redacted] Barry Ave, LA CA 90066
>
> [redacted]@[redacted].ucla.edu
>
> www.marvista.org
>
> www.facebook.com/marvistacc

Subject: Bylaw amendments and On line elections
From: "Kadota, Rob" <[redacted]@[redacted].ucla.edu>
To: 'Jasmine Elbarbary' <jasmine.elbarbary@lacity.org>
Cc: 'Holly Tilson' [redacted]>
Date Sent: Wed, 8 Feb 2017 01:31:08 +0000
Date Received: Tue, 07 Feb 2017 17:31:10 -0800 (PST)

We're busy crafting possible changes to our bylaws and am checking in with you about that.. I thought I saw something recently from Empower about On Line elections but can't find it now on the web site – final report and recommendations?

What's the expected/planned next round of elections and what's the expected term of office 2 years? 4 years?

We recently launched a Bike Mar Vista! committee. Lots of great tings planned. Are there other NCs with bike committees?

Best regards,

Rob Kadota 門多

Chair - Mar Vista Community Council

Subject: Re: WWNC Agenda
From: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
To: "Chapman, Lisa" [redacted]@[redacted].ucla.edu>
Cc: NC Support <ncsupport@lacity.org>, Stephen Resnick <[redacted]>, Lisa Chapman Lisa Chapman <Lchapman@wwnc.org>
Date Sent: Tue, 11 Apr 2017 17:09:37 -0700
Date Received: Tue, 11 Apr 2017 17:09:37 -0700 (PDT)

Hi, Lisa,

I've attached the Neighborhood Council Agenda Posting Requirements, per the Commission's Policy, which was adopted 08/18/2014 and is available under empowerla.org/existing-policies/ and can also be found on our website by hovering over commission and clicking on 'policy' and then 'commission policies.' Page two, item three addresses the requirement to send copies of agendas to the Department 72 hours in advance for posting to ENS.

I tried calling you earlier, return my call at [redacted] so we can discuss further. Thanks.

Best,

Jasmine Elbarbary
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



On Tue, Apr 11, 2017 at 4:01 PM, Chapman, Lisa [redacted]@[redacted].ucla.edu> wrote:

> Jasmine and DONE;
>
> We posted our agenda on our website and in our extra location at the library, as we do well before the 72 hour requirement each and every month.
>
> We were not aware that there was a Brown Act requirement to you all as well, or we would have sent it to you on Friday as well. Please let me know when we were notified that another site (yours) was required of all councils, and when that was. I believe in our by-laws, it states **our** sites for posting only.
>
> Jasmine, we have a very important meeting tomorrow night, one item has to do with an NPG grant that we had to delay due to admin reasons.

This response below doesn't seem to be very indicative of support on behalf of DONE.

We need to keep our meeting at its regular date and time, as there are many other Westwood meetings that conflict on other days. And we have speakers and presentations that have been waiting.

Please advise ASAP.

Thanks,

Lisa

From: betty.wong@lacity.org [mailto:betty.wong@lacity.org] **On Behalf Of** NC Support
Sent: Tuesday, April 11
To: Stephen Resnick <[redacted]>
Cc: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>; Lisa Chapman Lisa Chapman <Lchapman@wwnc.org>
Subject: Re: WWNC Agenda

Dear Neighborhood Council,

Thank you for your email. We are unable to post your request to the ENS website. Your agenda was received at 3:52pm

on April 10, 2017, less than the required 72 hrs for posting.

Please contact and consult with your PC via email; jasmine.elbarbary@lacity.org for possible rescheduling of meeting.

The Commission's Policy requires agendas to be posted on the NC's website, and PDF agendas be submitted to our Department for ENS distribution with the 72-hour deadline for regular meetings and 24-hour deadline for special meeting.

On Mon, Apr 10, 2017 at 3:52 PM, Stephen Resnick [redacted]> wrote:

> DONE,
>
> Attached is the Westwood Neighborhood Council agenda, in PDF form, for our monthly meeting this coming Wednesday, April 12, 2017.
>
> Stephen Resnick, Secretary

> Westwood Neighborhood Council

--

Best Regards,
NC Support Team

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

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Subject: RE: WWNC Agenda
From: "Chapman, Lisa" <[redacted]@[redacted].ucla.edu>
To: NC Support <ncsupport@lacity.org>,Stephen Resnick [redacted]>
Cc: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>, Lisa Chapman Lisa Chapman <Lchapman@wwnc.org>
Date Sent: Tue, 11 Apr 2017 23:01:55 +0000
Date Received: Tue, 11 Apr 2017 16:01:57 -0700 (PDT)

Jasmine and DONE;

We posted our agenda on our website and in our extra location at the library, as we do well before the 72 hour requirement each and every month.

We were not aware that there was a Brown Act requirement to you all as well, or we would have sent it to you on Friday as well. Please let me know when we were notified that another site (yours) was required of all councils, and when that was. I believe in our by-laws, it states **our** sites for posting only.

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Please advise ASAP.

Thanks,

Lisa

From: betty.wong@lacity.org [mailto:betty.wong@lacity.org] **On Behalf Of** NC Support
Sent: Tuesday, April
To: Stephen Resnick [redacted]
Cc: Jasmine Elbarbary <Jasmine.elbarbary@lacity.org>; Lisa Chapman Lisa Chapman <Lchapman@wwnc.org>
Subject: Re: WWNC Agenda

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> DONE,
>
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>
> Stephen Resnick, Secretary
>
> Westwood Neighborhood Council

--

Best Regards,
NC Support Team

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Subject: Re: WWNC Agenda
From: NC Support <ncsupport@lacity.org>

To: Stephen Resnick [redacted]>
Cc: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>, Lisa Chapman Lisa Chapman <Lchapman@wwnc.org>
Date Sent: Tue, 11 Apr 2017 13:34:31 -0700
Date Received: Tue, 11 Apr 2017 13:35:13 -0700 (PDT)

Dear Neighborhood Council,

Thank you for your email. We are unable to post your request to the ENS website. Your agenda was received at 3:52pm

on April 10, 2017, less than the required 72 hrs for posting.

Please contact and consult with your PC via email; jasmine.elbarbary@lacity.org for possible rescheduling of meeting.

The Commission's Policy requires agendas to be posted on the NC's website, and PDF agendas be submitted to our Department for ENS distribution with the 72-hour deadline for regular meetings and 24-hour deadline for special meeting.

On Mon, Apr 10, 2017 at 3:52 PM, Stephen Resnick <[redacted]> wrote:

> DONE,
>
> Attached is the Westwood Neighborhood Council agenda, in PDF form, for our monthly meeting this coming Wednesday, April 12, 2017.
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> Stephen Resnick, Secretary
> Westwood Neighborhood Council

--
Best Regards,
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END OF EMAIL 4

Subject: Re: Bike Safety Class Funding
From: "Kadota, Rob" <[redacted]@[redacted].ucla.edu>
To: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
Date Sent: Wed, 19 Apr 2017 01:53:41 +0000
Date Received: Tue, 18 Apr 2017 18:55:33 -0700 (PDT)

Thanks for the insights, feedback and suggestions. We'll figure it out and keep you posted on what we come up with.

Best,
Rob

> On Apr 18, 2017, at 4:51 PM, Jasmine Elbarbary <jasmine.elbarbary@lacity.org> wrote:
>
> Hi, Rob,
>
> Thanks for your email and congratulations on all the great work the Bike Mar Vista! Committee and the MVCC is doing. As far as offering the class to specific organizations and cycling clubs in the West LA area, unfortunately it cannot be made specific as it has to be come one/come all. However, you could always do targeted outreach to specific groups and clubs.
>
> I'm not sure that you can have people pay for this. If I'm understanding your email correctly, MVCC wants to subsidize the cost for people in the community.
>
> If that is your desired outcome, perhaps doing an NPG through an organization and letting the organization run with it would be better, easier, and more efficient for everyone involved.
>
> For example, if you did an NPG for $1,000 that NPG could then be used to discount the cost of such a class; however, if the pricing is $95 through Cycling Savvy then it will become steep and perhaps raise eyebrows as to how the use of public funds is going.
>
> You could also try it as an event? MVCC could sponsor an event, Cycling Savvy could run it, but then they'd have to provide certificates of insurance and you'd have to collectively find a location and do waivers, etc. since bikers will be in the streets.
>
> Have you thought about teaming up with Ciclavia? Since they're a 501c3 you could do an NPG with them.
>
> I want to help you get to a yes! Let me know what your thoughts are.
>
> Best,
>
> **Jasmine Elbarbary**
> Neighborhood Council Advocate
>
> **Department of Neighborhood Empowerment**
> 200 N. Spring Street, Suite 2005
> Los Angeles, CA 90012
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The ones who are crazy enough to think they can change the world are the ones that do.

On Mon, Apr 17, 2017 at 2:16 PM, Kadota, Rob <[redacted]@[redacted].ucla.edu> wrote:

<image001.gif>

The Mar Vista Community Council has approved a funding motion to purchase bike safety materials and offer a bike safety class to interested parties.

Is there a way we can ask participants to share the cost of the class? Cycling Savvy charges $95 for their three session class (one classroom session and two on bike sessions). We'd like to offer the class to specific organizations and cycling clubs in the West LA area as well as the general public and wanted to explore with you if that type of arrangement is possible. We also think due to the time demand if we offer it for free people will sign up but not attend so we're looking for them to contribute to the cost of the class.

Ideally we want representatives from neighboring NCs to send one person to the class as well as encourage local bike shop owners/managers and active cycling clubs in West LA to attend at free or discounted rates in the hopes that they will see the value of offering these classes to the constituents in the future. This is part of our support and concern for the City of LA's Vision Zero efforts to reduce traffic fatalities and injuries to zero!

Your thoughts, concerns and recommendations are most appreciated.

Best regards,

Rob Kadota 門多

Chair - Mar Vista Community Council

[redacted]

[redacted] Barry Ave, LA CA 90066

[redacted]@[redacted].ucla.edu

www.marvista.org

www.facebook.com/marvistacc

Subject: Delivery Status Notification (Failure)
From: Mail Delivery Subsystem <mailer-daemon@googlemail.com>
To: jasmine.elbarbary@lacity.org
Date Sent: Tue, 18 Apr 2017 16:51:53 -0700 (PDT)
Date Received: Tue, 18 Apr 2017 16:51:53 -0700 (PDT)

Address not found

Your message wasn't delivered to **clerk.ncfundin@lacity.org** because the address couldn't be found. Check for typos or unnecessary spaces and try again.

LEARN MORE

The response from the remote server was:

```
550 5.1.1 The email account that you tried to reach does not exist. Please try double-checking the recipient's email address for typos or unnecessary spaces. Learn more at
https://support.google.com/mail/?p=NoSuchUser p41si606673qtc.201 - gsmtp
```

Subject: Re: Bike Safety Class Funding
From: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
To: "Kadota, Rob" <[redacted]@[redacted].ucla.edu>
Cc: "clerk.ncfundin@lacity.org" <clerk.ncfundin@lacity.org>, Mitchell Rishe [redacted], Sarah Auerswald <[redacted]>
Bcc: Mario Hernandez <mario.hernandez@lacity.org>, Semee Park <semee.park@lacity.org>
Date Sent: Tue, 18 Apr 2017 16:51:12 -0700
Date Received: Tue, 18 Apr 2017 16:51:12 -0700 (PDT)

Hi, Rob,

Thanks for your email and congratulations on all the great work the Bike Mar Vista! Committee and the MVCC is doing. As far as offering the class to specific organizations and cycling clubs in the West LA area, unfortunately it cannot be made specific as it has to be come one/come all. However, you could always do targeted outreach to specific groups and clubs.

I'm not sure that you can have people pay for this. If I'm understanding your email correctly, MVCC wants to subsidize the cost for people in the community.

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For example, if you did an NPG for $1,000 that NPG could then be used to discount the cost of such a class; however, if the pricing is $95 through Cycling Savvy then it will become steep and perhaps raise eyebrows as to

how the use of public funds is going.

You could also try it as an event? MVCC could sponsor an event, Cycling Savvy could run it, but then they'd have to provide certificates of insurance and you'd have to collectively find a location and do waivers, etc. since bikers will be in the streets.

Have you thought about teaming up with Ciclavia? Since they're a 501c3 you could do an NPG with them.

I want to help you get to a yes! Let me know what your thoughts are.

Best,

Jasmine Elbarbary
Neighborhood Council Advocate

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Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



On Mon, Apr 17, 2017 at 2:16 PM, Kadota, Rob [redacted]@[redacted]ucla.edu> wrote:

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>
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>
> Your thoughts, concerns and recommendations are most appreciated.
>
> Best regards,

Rob Kadota 門多

Chair - Mar Vista Community Council

[redacted]

[redacted] Barry Ave, LA CA 90066

[redacted]@[redacted].ucla.edu

www.marvista.org

www.facebook.com/marvistacc

Subject: Fwd: Bike Safety Class Funding
From: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
To: Mario Hernandez <mario.hernandez@lacity.org>
Date Sent: Tue, 18 Apr 2017 14:01:10 -0700
Date Received: Tue, 18 Apr 2017 14:01:10 -0700 (PDT)

Jasmine Elbarbary
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
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The ones who are crazy enough to think they can change the world are the ones that do.

---------- Forwarded message ----------
From: **Kadota, Rob** <[redacted]@[redacted]ucla.edu>
Date: Mon, Apr 17, 2017 at 2:16 PM
Subject: Bike Safety Class Funding
To: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>, "clerk.ncfundin@lacity.org" <clerk.ncfundin@lacity.org>
Cc: Mitchell Rishe <[redacted]>, Sarah Auerswald [redacted]>

The Mar Vista Community Council has approved a funding motion to purchase bike safety materials and offer a bike safety class to interested parties.

Is there a way we can ask participants to share the cost of the class? Cycling Savvy charges $95 for their three

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Your thoughts, concerns and recommendations are most appreciated.

Best regards,

Rob Kadota 門多

Chair - Mar Vista Community Council

[redacted]

[redacted] Barry Ave, LA CA 90066

[redacted]@[redacted]ucla.edu

www.marvista.org

www.facebook.com/marvistacc

Subject: Bike Safety Class Funding
From: "Kadota, Rob" <[redacted]@[redacted]ucla.edu>
To: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>,"'clerk.ncfundin@lacity.org'" <clerk.ncfundin@lacity.org>
Cc: Mitchell Rishe [redacted] Sarah Auerswald [redacted]>
Date Sent: Mon, 17 Apr 2017 21:16:32 +0000
Date Received: Mon, 17 Apr 2017 14:18:21 -0700 (PDT)

The Mar Vista Community Council has approved a funding motion to purchase bike safety materials and offer a bike safety class to interested parties.

Is there a way we can ask participants to share the cost of the class? Cycling Savvy charges $95 for their three session class (one classroom session and two on bike sessions). We'd like to offer the class to specific organizations and cycling clubs in the West LA area as well as the general public and wanted to explore with you if that type of arrangement is possible. We also think due to the time demand if we offer it for free people will

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Best regards,

Rob Kadota 門多

Chair - Mar Vista Community Council

[redacted]

[redacted] Barry Ave, LA CA 90066

[redacted]@[redacted].ucla.edu

www.marvista.org

www.facebook.com/marvistacc

END OF EMAIL 5

Subject: Re: Mar Vista Community Council Bylaw Changes
From: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
To: "Kadota, Rob" <[redacted]@orl.ucla.edu>
Cc: "NCSupport@LACity.org" <NCSupport@lacity.org>, "holly.tilson@marvista.org" <holly.tilson@marvista.org>
Date Sent: Mon, 1 May 2017 12:44:21 -0700
Date Received: Mon, 1 May 2017 12:44:21 -0700 (PDT)

No worries. Thanks for the correction and the very descriptive title!

Jasmine Elbarbary
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
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The ones who are crazy enough to think they can change the world are the ones that do.

On Mon, May 1, 2017 at 12:40 PM, Kadota, Rob <[redacted]@[redacted].ucla.edu> wrote:

> Apologies but our Vice Chair of our Election and Bylaws Committee noticed I didn't include a motion that had been passed by the board. There were 8 bylaw amendment motions passed. The initial file I sent only had 7. I updated the file I sent and changed the name to "corrected bylaw amendments passed at 4-11-17 BOD mtg of MVCC"
>
> Don't think I could have come up with a longer title if I tried. Apologies for my oversight.
>
> Rob Kadota 門多
>
> Chair - Mar Vista Community Council
>
> [redacted]
>
> 3759 Barry Ave, LA CA 90066
>
> [redacted]@[redacted]ucla.edu
>
> www.marvista.org
>
> www.facebook.com/marvistacc

From: Jasmine Elbarbary [mailto:jasmine.elbarbary@lacity.org]
Sent: Monday, Ma 1, 2 17 12:32 PM
To: Kadota, Rob <[redacted]@[redacted]ucla.edu>
Cc: NCSupport@LACity.org
Subject: Re: Mar Vista Community Council Bylaw Changes

Received. Thanks, Rob!

Jasmine Elbarbary

Neighborhood Council Advocate

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

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The ones who are crazy enough to think they can change the world are the ones that do.

On Mon, May 1, 2017 at 11:06 AM, Kadota, Rob <[redacted]@[redacted].ucla.edu> wrote:

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>
> Best regards,
>
> Rob Kadota 門多
>
> Chair - Mar Vista Community Council

[redacted]

[redacted] Barry Ave, LA CA 90066

[redacted]@[redacted]ucla.edu

www.marvista.org

www.facebook.com/marvistacc

Subject: RE: Mar Vista Community Council Bylaw Changes
From: "Kadota, Rob" <[redacted]@[redacted].ucla.edu>
To: 'Jasmine Elbarbary' <jasmine.elbarbary@lacity.org>
Cc: "NCSupport@LACity.org" <NCSupport@lacity.org>, "holly.tilson@marvista.org" <holly.tilson@marvista.org>
Date Sent: Mon, 1 May 2017 19:40:18 +0000
Date Received: Mon, 01 May 2017 12:40:20 -0700 (PDT)

Apologies but our Vice Chair of our Election and Bylaws Committee noticed I didn't include a motion that had been passed by the board. There were 8 bylaw amendment motions passed. The initial file I sent only had 7. I updated the file I sent and changed the name to "corrected bylaw amendments passed at 4-11-17 BOD mtg of MVCC"

Don't think I could have come up with a longer title if I tried. Apologies for my oversight.

Rob Kadota 門多

Chair - Mar Vista Community Council

[redacted] -

[redacted] Barry Ave, LA CA 90066

[redacted]@[redacted].ucla.edu

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From: Jasmine Elbarbary [mailto:jasmine.elbarbary@lacity.org]
Sent: Monday, May 01, 2017 12:32 PM

To: Kadota, Rob <[redacted]@[redacted]ucla.edu>
Cc: NCSupport@LACity.org
Subject: Re: Mar Vista Community Council Bylaw Changes

Received. Thanks, Rob!

Jasmine Elbarbary

Neighborhood Council Advocate

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

Office | 213-978-1551 Fax | 213-978-1751

Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

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From: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
To: "Kadota, Rob" <[redacted]@[redacted]ucla.edu>
Cc: "NCSupport@LACity.org" <NCSupport@lacity.org>
Date Sent: Mon, 1 May 2017 12:32:06 -0700
Date Received: Mon, 1 May 2017 12:32:06 -0700 (PDT)

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Jasmine Elbarbary
Neighborhood Council Advocate

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200 N. Spring Street, Suite 2005
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To: "'NCSupport@LACity.org'" <NCSupport@LACity.org>,Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
Date Sent: Mon, 1 May 2017 18:06:01 +0000
Date Received: Mon, 01 May 2017 11:06:04 -0700 (PDT)

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END OF EMAIL 6

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From: NC Support <ncsupport@lacity.org>
To: "Kadota, Rob" <[redacted]@[redacted]ucla.edu>
Cc: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
Date Sent: Mon, 27 Feb 2017 14:24:34 -0800
Date Received: Mon, 27 Feb 2017 14:25:16 -0800 (PST)

Hi Rob,

Thank you for your corrected/revised agenda. Your request has been posted to the ENS website.

On Mon, Feb 27, 2017 at 2:14 PM, Kadota, Rob [redacted]@[redacted].ucla.edu> wrote:

> Thanks hope this works.
>
> Rob
>
> **From:** betty.wong@lacity.org [mailto:betty.wong@lacity.org] **On Behalf Of** NC Support
> **Sent:** Monday, Feb ry 7, 2017 2:02 PM
> **To:** Kadota, Rob <[redacted]@[redacted].ucla.edu>
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> >
> > **Thursday March 2, 2017 6:00-7:00pm**
> >
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2. Public Comment / Announcements

3. Review and Approval of Meeting Minutes

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   a. http://la.streetsblog.org/2017/02/08/vision-zero-program-struggles-to-change-l-a-city-priorities/

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      i. The Market is also willing to hire a bike mechanic to do simple repairs on site and offer bike valet services.

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      i. Kids Bike Swap sell or donate event: March 5, 10:30am - 1:00pm.

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Picture

www.626goldenstreets.com

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To: 'NC Support' <ncsupport@lacity.org>
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Date Sent: Mon, 27 Feb 2017 22:14:32 +0000
Date Received: Mon, 27 Feb 2017 14:14:34 -0800 (PST)

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Cc: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
Date Sent: Mon, 27 Feb 2017 14:02:26 -0800
Date Received: Mon, 27 Feb 2017 14:03:09 -0800 (PST)

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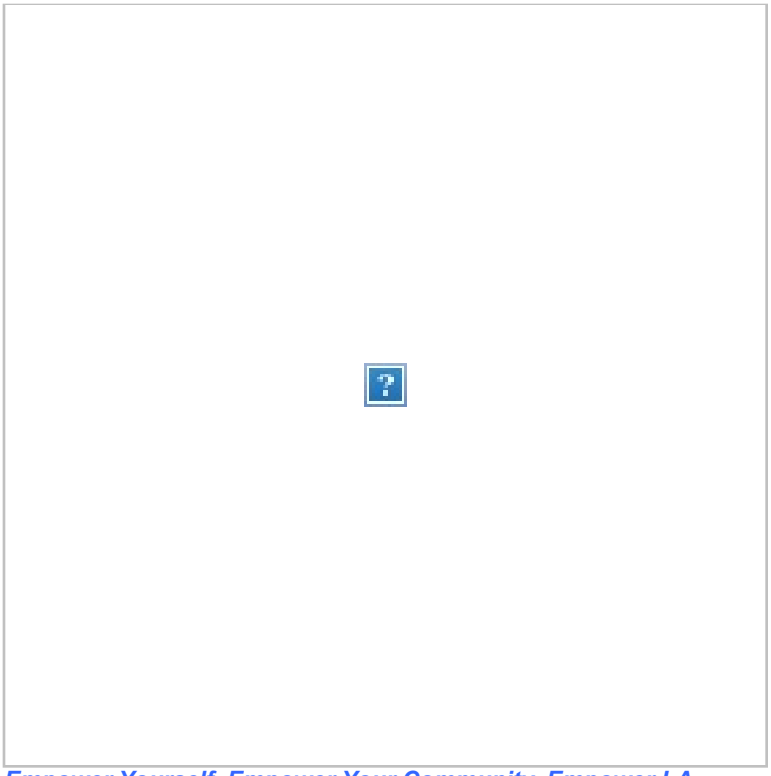
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---------- Forwarded message ----------
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Date: Mon, Jan 30, 2017 at 2:03 PM
Subject: MVCC Community Use Agreement
To: "Stephen.Box@LACity.org" <Stephen.Box@lacity.org>, "ncsupport@lacity.org" <ncsupport@lacity.org>

Got an out of office reply from Jasmine so am sending to others. Thank you.

From: Kadota, Rob
Sent: Monday, January 30, 2017 1:55 PM
To: 'Jasmine Elbarbary' [redacted]acity.org>
Cc: Sarah Auerswald <[redacted]>; Robin Doyno <robin.doyno@marvista.org>
Subject: FW: MVCC Community Use Agreement

Any concerns about us/Mar Vista Community Council signing the attached document with Windward Schools so we can use their facilities for committee meetings? These spaces are really pretty critical for many of our committees meeting space.

Thanks and look forward to a quick reply (if at all possible).

Rob Kadota 門多

Chair - Mar Vista Community Council

[redacted]

[redacted] Barry Ave, LA CA 90066

[redacted]@[redacted]ucla.edu

www.marvista.org

www.facebook.com/marvistacc

From: Jacqueline Varney [mailto:jvarney@windwardschool.org]
Sent: Monday, Jan[redacted]y 3[redacted] 2017 1:50 PM
To: Kadota, Rob <[redacted]@[redacted].ucla.edu>
Subject: MVCC Community Use Agreement

Dear Rob,

I hope that you have been well since the last time we spoke!

Starting this year, we are required to have all third-party organization sign a release agreement to use our campus for events and meetings. Starting in February the MVCC Aging in Place Committee, PLUM Committee, Homeless Solutions Committee and the Public Safety Committee will be meeting at Windward monthly.

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Please let me know if you are in anyway uncomfortable with the agreement or if you would like any clarification. We sincerely value our relationship with the community and want to continue to partner together.

Thank you!

Sincerely,

Jacqueline

Jacqueline Varney

Assistant Director of Operations

Windward School | 11350 Palms Blvd | Los Angeles, CA 90066

Direct Line - 424-289-1003

"A Dynamic Education. A Nurturing Community."

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--

Jeffrey S. Brill
Senior Management Analyst II

Department of Neighborhood Empowerment
200 Spring Street, 20th Floor
Suite 2005
Los Angeles, CA 90012
Office: (213) 978-1482
Fax: (213) 978-1751
****

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****

Empower Yourself. Empower Your Community. Empower LA.

Subject: Fwd: MVCC Community Use Agreement
From: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
To: Armando Ruiz <armando.ruiz@lacity.org>
Cc: Stephen Box <stephen.box@lacity.org>, Semee Park <semee.park@lacity.org>
Date Sent: Tue, 7 Feb 2017 14:22:25 -0800
Date Received: Tue, 7 Feb 2017 14:22:25 -0800 (PST)

Hi,

Wanted to follow up on this for MVCC...Rob mentioned that a quick reply would be appreciated so trying to honor that.

Thanks,
Jasmine Elbarbary
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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The ones who are crazy enough to think they can change the world are the ones that do.

---------- Forwarded message ----------
From: **NC Support** <ncsupport@lacity.org>
Date: Mon, Jan 30, 2017 at 2:36 PM
Subject: Re: MVCC Community Use Agreement
To: "Kadota, Rob" <[redacted]@[redacted]ucla.edu>, Jeff Brill <jeff.brill@lacity.org>, Armando Ruiz <armando.ruiz@lacity.org>
Cc: Stephen Box <stephen.box@lacity.org>, Jasmine Elbarbary <jasmine.elbarbary@lacity.org>

Hello Rob,

I'm forwarding your email to Jeff Brill and Armando Ruiz who will be able to assist you on this matter.

On Mon, Jan 30, 2017 at 2:03 PM, Kadota, Rob <[redacted]@[redacted].ucla.edu> wrote:

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>
> ---
>
> **From:** Kadota, Rob
> **Sent:** Monday, January 30, 2017 1:55 PM
> **To:** 'Jasmine Elbarbary' [redacted]ity.org>
> **Cc:** Sarah Auerswald <[redacted]; Robin Doyno <robin.doyno@marvista.org>
> **Subject:** FW: MVCC Community Use Agreement
>
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>
> Thanks and look forward to a quick reply (if at all possible).

Rob Kadota 門多

Chair - Mar Vista Community Council

[redacted]

[redacted] Barry Ave, LA CA 90066

[redacted]@[redacted]ucla.edu

www.marvista.org

www.facebook.com/marvistacc

From: Jacqueline Varney [mailto:jvarney@windwardschool.org]
Sent: Monday, Ja[redacted]y 3[redacted]2017 1:50 PM
To: Kadota, Rob [redacted]@[redacted]ucla.edu>
Subject: MVCC Community Use Agreement

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Sincerely,

Jacqueline

Jacqueline Varney

Assistant Director of Operations

Windward School | 11350 Palms Blvd | Los Angeles, CA 90066

Direct Line - 424-289-1003

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--
Best Regards,
NC Support Team

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

NEIGHBORHOOD COUNCILS EMPOWER LA
Department of NEIGHBORHOOD EMPOWERMENT

Empower Yourself. Empower Your Community. Empower LA.

EMPOWERLA LEADERSHIP ACADEMY

Subject: Re: MVCC Community Use Agreement
From: NC Support <ncsupport@lacity.org>
To: "Kadota, Rob" [redacted]@[redacted].ucla.edu>,Jeff Brill <jeff.brill@lacity.org>,Armando Ruiz <armando.ruiz@lacity.org>
Cc: Stephen Box <stephen.box@lacity.org>, Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
Date Sent: Mon, 30 Jan 2017 14:36:19 -0800
Date Received: Mon, 30 Jan 2017 14:37:00 -0800 (PST)

Hello Rob,

I'm forwarding your email to Jeff Brill and Armando Ruiz who will be able to assist you on this matter.

On Mon, Jan 30, 2017 at 2:03 PM, Kadota, Rob <[redacted]@[redacted].ucla.edu> wrote:

Got an out of office reply from Jasmine so am sending to others. Thank you.

From: Kadota, Rob
Sent: Monday, January 30, 2017 1:55 PM
To: 'Jasmine Elbarbary [redacted]ity.org>
Cc: Sarah Auerswald [redacted]; Robin Doyno <robin.doyno@marvista.org>
Subject: FW: MVCC Community Use Agreement

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Thanks and look forward to a quick reply (if at all possible).

Rob Kadota 門多

Chair - Mar Vista Community Council

[redacted]

[redacted] Barry Ave, LA CA 90066

[redacted]@[redacted]ucla.edu

www.marvista.org

www.facebook.com/marvistacc

From: Jacqueline Varney [mailto:jvarney@windwardschool.org]
Sent: Monday, Jan_a_y 3__ 2017 1:50 PM
To: Kadota, Rob <[redacted]@[redacted].ucla.edu>
Subject: MVCC Community Use Agreement

Dear Rob,

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Starting this year, we are required to have all third-party organization sign a release agreement to use our campus for events and meetings. Starting in February the MVCC Aging in Place

Committee, PLUM Committee, Homeless Solutions Committee and the Public Safety Committee will be meeting at Windward monthly.

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Thank you!

Sincerely,

Jacqueline

Jacqueline Varney

Assistant Director of Operations

Windward School | 11350 Palms Blvd | Los Angeles, CA 90066

Direct Line - 424-289-1003

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--
Best Regards,
NC Support Team

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

Subject: Re: MVCC Community Use Agreement
From: Sarah Auerswald [redacted]
To: Rob Kadota <[redacted]@[redacted].ucla.edu>
Cc: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>, Robin Doyno <robin.doyno@marvista.org>
Date Sent: Mon, 30 Jan 2017 13:55:56 -0800
Date Received: Mon, 30 Jan 2017 13:56:02 -0800 (PST)

Certainly seems appropriate from my point of view.
Sarah

> On Jan 30, 2017, at 1:54 PM, Kadota, Rob [redacted]@[redacted].ucla.edu> wrote:
>
> Any concerns about us/Mar Vista Community Council signing the attached document with Windward Schools so we can use their facilities for committee meetings? These spaces are really pretty critical for many of our committees meeting space.
>
> Thanks and look forward to a quick reply (if at all possible).
>
> Rob Kadota 門多
> [redacted]sta Community Council
> [redacted]ve, LA CA 90066
> [redacted].ucla.edu
> w[redacted]w.[redacted]arvista.org
> www.facebook.com/marvistacc
>
> **From:** Jacqueline Varney [mailto:jvarney@windwardschool.org]
> **Sent:** Monday, Ja[redacted]y 30, 2017 1:50 PM
> **To:** Kadota, Rob [redacted]@[redacted].ucla.edu>
> **Subject:** MVCC Community Use Agreement
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Direct Line - 424-289-1003

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<MVCC Community Use Agreement 2017.docx>

Subject: FW: MVCC Community Use Agreement
From: "Kadota, Rob" [redacted]@[redacted].ucla.edu>
To: 'Jasmine Elbarbary' <jasmine.elbarbary@lacity.org>
Cc: Sarah Auerswald <[redacted]>, Robin Doyno <robin.doyno@marvista.org>
Date Sent: Mon, 30 Jan 2017 21:54:45 +0000
Date Received: Mon, 30 Jan 2017 13:54:55 -0800 (PST)

Any concerns about us/Mar Vista Community Council signing the attached document with Windward Schools so we can use their facilities for committee meetings? These spaces are really pretty critical for many of our committees meeting space.

Thanks and look forward to a quick reply (if at all possible).

Rob Kadota 門多

Chair - Mar Vista Community Council

[redacted]

[redacted] Barry Ave, LA CA 90066

[redacted]@[redacted].ucla.edu

www.marvista.org

www.facebook.com/marvistacc

From: Jacqueline Varney [mailto:jvarney@windwardschool.org]

Sent: Monday, Jan y 3 2017 1:50 PM
To: Kadota, Rob <[redacted]@[redacted].ucla.edu>
Subject: MVCC Community Use Agreement

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Subject: Re: Seeking a Film Liaison to represent MVCC!
From: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
To: Laurence Cohen <laurence@tlcmediaworks.com>
Cc: "Kadota, Rob" [redacted]@[redacted]ucla.edu>, "[redacted]
"Stephen.Box@LACity.org" <Stephen.Box@lacity.org>, Sarah Auerswald [redacted]>,
[redacted]" [redacted]>
Date Sent: Tue, 7 Feb 2017 17:19:47 -0800
Date Received: Tue, 7 Feb 2017 17:19:47 -0800 (PST)

Hiya Laurence,

So sorry to hear that.

I have attached the slide deck from Paul Aubrey's presentation, please feel free to view it.

I have also included a link to our newsletter/blog recap of the Town Hall.

Hope to see you next time!

Best,

Jasmine Elbarbary
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

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EMPOWER LA
Department of
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The ones who are crazy enough to think they can change the world are the ones that do.

On Fri, Jan 27, 2017 at 10:38 AM, Laurence Cohen <laurence@tlcmediaworks.com> wrote:

> I deeply regret that I was unable to attend last night's meeting. I left my home at 4:30pm with every intention of taking the Expo Line, only to find they were beyond capacity twice. I hopped back in my car and made it as far as Robertson Blvd. at 5:45pm in bumper to bumper. I'm afraid LA traffic won and prevented me from attending a meeting I was really looking forward to. Sorry.
>
> Laurence Cohen
> TLC MediaWorks
> [redacted]
>
> On Jan 24, 2017, at 9:42 AM, Laurence Cohen <laurence@tlcmediaworks.com> wrote:
>
> > Thanks Rob.
> >
> > On Tue, Jan 24, 2017 at 9:40 AM, Kadota, Rob <[redacted]@[redacted].ucla.edu> wrote:
> >
> > > Laurence and Christopher thanks for expressing interest in representing MVCC at the NC Film Liaisons group. The position requires just one person but since you both have experience in

working with the film industry wanted to see if you could both attend this meeting and then maybe Laurence would serve as our primary liaison and Christopher could be our back up person.

I've copied our two City of LA contacts with DONE (Jasmine Elbarbary and Stephen Box) so they're aware of your interest and can respond to any questions you might have about the work and role.

Many thanks for your interest. I look forward to hearing about how the meeting goes and your continued interest in serving the greater Mar Vista Community.

Kind regards,

Rob Kadota 門多

Chair - Mar Vista Community Council

[redacted]

[redacted] Barry Ave, LA CA 90066

[redacted]@[redacted].ucla.edu

www.marvista.org

www.facebook.com/marvistacc

The Neighborhood Council Film Liaison Town Hall is scheduled for:

Thursday, January 26, 2017
6:00 p.m. to 8:00 p.m.
Public Works Chambers
Los Angeles City Hall
200 North Spring Street
Los Angeles, CA 90012

Neighborhood Council Film Liaisons will have the opportunity to meet representatives from FilmLA, the non-profit that coordinates location filming throughout the City of LA and beyond. In addition, Location Managers, Production Managers, and Permit Company representatives will be there to join in a robust conversation of the film industry, location filming, and opportunities for partnership.

Also, Neighborhood Council Film Liaisons will be offering best practices from their experience working with the Film Industry, including the resolution of issues and

potential conflicts, and sharing their experience in partnering with the industry.

Each Neighborhood Council can designate one Film Liaison to represent the council. The Liaison can be appointed by the President or by the Board. For more information on the Neighborhood Council Film Liaison Town Hall, email Stephen Box at Stephen.Box@LACity.org or call 213-978-1551.

Jasmine Elbarbary

Neighborhood Council Advocate

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

Office | 213-978-1551 Fax | 213-978-1751

Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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--
Laurence Cohen
TLC MediaWorks Inc.
12749 Indianapolis St.
Los Angeles, CA 90066
310-980-7788

Subject: Re: Seeking a Film Liaison to represent MVCC!
From: Laurence Cohen <laurence@tlcmediaworks.com>
To: "Kadota, Rob" <[redacted]@[redacted].ucla.edu>
Cc: [redacted]" <[redacted], Jasmine Elbarbary <jasmine.elbarbary@lacity.org>, "Stephen.Box@LACity.org" <Stephen.Box@lacity.org>, Sarah Auerswald [redacted]

Date Sent: Fri, 27 Jan 2017 10:38:01 -0800
Date Received: Fri, 27 Jan 2017 10:38:04 -0800 (PST)

I deeply regret that I was unable to attend last night's meeting. I left my home at 4:30pm with every intention of taking the Expo Line, only to find they were beyond capacity twice. I hopped back in my car and made it as far as Robertson Blvd. at 5:45pm in bumper to bumper. I'm afraid LA traffic won and prevented me from attending a meeting I was really looking forward to. Sorry.

Laurence Cohen
TLC MediaWorks
310-980-7788

On Jan 24, 2017, at 9:42 AM, Laurence Cohen <laurence@tlcmediaworks.com> wrote:

> Thanks Rob.
>
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>
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> >
> > Kind regards,
> >
> > Rob Kadota 門多
> >
> > Chair - Mar Vista Community Council
> >
> > [redacted]
> >
> > [redacted] Barry Ave, LA CA 90066
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Jasmine Elbarbary

Neighborhood Council Advocate

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

Office | 213-978-1551 Fax | 213-978-1751

Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

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Department of NEIGHBORHOOD EMPOWERMENT

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EMPOWERLA LEADERSHIP ACADEMY

--
Laurence Cohen
TLC MediaWorks Inc.
12749 Indianapolis St.
Los Angeles, CA 90066
310-980-7788

Subject: Re: FW: Seeking a Film Liaison to represent MVCC!
From: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
To: Laurence Cohen <laurence@tlcmediaworks.com>
Cc: "Kadota, Rob" <[redacted]@[redacted].ucla.edu>, "[redacted]" [redacted], "Stephen.Box@LACity.org" <Stephen.Box@lacity.org>, Sarah Auerswald <[redacted]>, "[redacted]"
Date Sent: Tue, 24 Jan 2017 11:11:06 -0800
Date Received: Tue, 24 Jan 2017 11:11:06 -0800 (PST)

Hello, all,

Thank you for your interest! We are happy to have both Laurence and Christopher at the Film Liaison Town Hall this Thursday. See you both then!

Best,

Jasmine Elbarbary
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
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Chair - Mar Vista Community Council

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Jasmine Elbarbary

Neighborhood Council Advocate

Department of Neighborhood Empowerment

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Laurence Cohen
TLC MediaWorks Inc.
12749 Indianapolis St.
Los Angeles, CA 90066
[redacted]

Subject: Re: FW: Seeking a Film Liaison to represent MVCC!
From: Laurence Cohen <laurence@tlcmediaworks.com>
To: "Kadota, Rob" <[redacted]@[redacted].ucla.edu>
Cc: "[redacted] Jasmine Elbarbary <jasmine.elbarbary@lacity.org>, "Stephen.Box@LACity.org" <Stephen.Box@lacity.org>, Sarah Auerswald [redacted], [redacted]>
Date Sent: Tue, 24 Jan 2017 09:42:04 -0800
Date Received: Tue, 24 Jan 2017 09:42:05 -0800 (PST)

Thanks Rob.

On Tue, Jan 24, 2017 at 9:40 AM, Kadota, Rob <[redacted]@[redacted].ucla.edu> wrote:

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Thursday, January 26, 2017
6:00 p.m. to 8:00 p.m.
Public Works Chambers
Los Angeles City Hall
200 North Spring Street
Los Angeles, CA 90012

Neighborhood Council Film Liaisons will have the opportunity to meet representatives from FilmLA, the non-profit that coordinates location filming throughout the City of LA and beyond. In addition, Location Managers, Production Managers, and Permit Company representatives will be there to join in a robust conversation of the film industry, location filming, and opportunities for partnership.

Also, Neighborhood Council Film Liaisons will be offering best practices from their experience working with the Film Industry, including the resolution of issues and potential conflicts, and sharing their experience in partnering with the industry.

Each Neighborhood Council can designate one Film Liaison to represent the council. The Liaison can be appointed by the President or by the Board. For more information on the Neighborhood Council Film Liaison Town Hall, email Stephen Box at Stephen.Box@LACity.org or call 213-978-1551.

Jasmine Elbarbary

Neighborhood Council Advocate

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

Office | 213-978-1551 Fax | 213-978-1751

Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

NEIGHBORHOOD COUNCILS EMPOWER LA
Department of NEIGHBORHOOD EMPOWERMENT

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EMPOWERLA LEADERSHIP ACADEMY

--
Laurence Cohen
TLC MediaWorks Inc.
12749 Indianapolis St.
Los Angeles, CA 90066
310-980-7788

Subject: FW: Seeking a Film Liaison to represent MVCC!
From: "Kadota, Rob" <[redacted]@[redacted].ucla.edu>
To: "'laurence@tlcmediaworks.com'" <laurence@tlcmediaworks.com>,"[redacted]>,'Jasmine Elbarbary' <jasmine.elbarbary@lacity.org>
,"'Stephen.Box@LACity.org'" <Stephen.Box@LACity.org>
Cc: Sarah Auerswald [redacted], "[redacted]
Date Sent: Tue, 24 Jan 2017 17:40:28 +0000
Date Received: Tue, 24 Jan 2017 09:40:30 -0800 (PST)

Laurence and Christopher thanks for expressing interest in representing MVCC at the NC Film Liaisons group. The position requires just one person but since you both have experience in working with the film industry wanted to see if you could both attend this meeting and then maybe Laurence would serve as our primary liaison and Christopher could be our back up person.

I've copied our two City of LA contacts with DONE (Jasmine Elbarbary and Stephen Box) so they're aware of your interest and can respond to any questions you might have about the work and role.

Many thanks for your interest. I look forward to hearing about how the meeting goes and your continued interest in serving the greater Mar Vista Community.

Kind regards,

Rob Kadota 門多

Chair - Mar Vista Community Council

[redacted]

[redacted] Barry Ave, LA CA 90066

[redacted]@[redacted]ucla.edu

www.marvista.org

www.facebook.com/marvistacc

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Subject: Seeking a Film Liaison to represent MVCC!
From: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
To: "Kadota, Rob" <[redacted]@[redacted]ucla.edu>
Date Sent: Mon, 23 Jan 2017 15:31:02 -0800
Date Received: Mon, 23 Jan 2017 15:31:02 -0800 (PST)

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END OF EMAIL 9

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Date: Tue, Apr 11, 2017 at 3:22 PM
Subject: Re: University high school auditorium - Zimmer-Melvoin Candidate forum
To: Doug Fitzsimmons <dougfitzsimmons@soronc.org>
Cc: "Kadota, Rob" <[redacted]@[redacted].ucla.edu>, Maryam Zar [redacted], "Watts, Larry" [redacted]>

Hi, everyone,

Thanks for your email. I am unsure because my understanding is that NC Alliances are not necessarily subject to the same stipulations as NCs, but I will find out and let you know by the end of this week. Thanks for your patience.

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Doug Fitzsimmons
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Chair | Westside Regional Alliance of Councils

[redacted] | dougfitzsimmons@soronc.org

PO Box 35836 | Los Angeles, CA 90035
soronc.org | Email updates | Facebook | Twitter | Instagram

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Begin forwarded message:

From: "Paredes, Angie" <angie.paredes@lausd.net<mailto:angie.paredes@lausd.net>>

Date: April 11, 2017 at 10:52:57 AM

To: "[redacted]" <mailto[redacted]
[redacted]<mailto:[redacted]>>

Cc: "Izumi, Joyce" <joyce.izumi@lausd.net<mailto:joyce.izumi@lausd.net>>

Subject: RE: University high school auditorium - Zimmer-Melvoin Candidate forum

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University High School is available, we just need to contact the school administration to get their approval. Please fill out the attached application and forward it back to me so we can start working on this today since your request meeting date is just 2 weeks away.

Please call me directly at 213-241-2590 should you have any questions,

Sincerely,

Angie Paredes

Civic Center Permit Office

Los Angeles Unified School District

213-241-6900

angie.paredes@lausd.net<mailto:angie.paredes@lausd.net>

From: Maryam Zar [mailto:[redacted]

Sent: Tuesday, April 11, 2017 9:03 AM

To: Woods, Patricia <PATRICIA.WOODS@lausd.net<mailto:PATRICIA.WOODS@lausd.net>>

Cc: Watts, Larry [redacted] <mailto:LW[redacted]>>; Steve Barkan [redacted] <mailto[redacted]>

Subject: University high school auditorium

Hi Patricia,

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I'm reaching out today hoping to catch you during spring break, when I can't reach school admin, and we are under some time pressure to put together this candidates forum for the LAUSD Bd. Dist 4 race.

The two candidates have agreed on the date: April 23rd, and time is tight between now and then. I'd like to see if we can secure the University High School, Webster Middle School, Venice High School or Mark Twain Middle School. The candidates have asked for a central location and these are the schools we think are good choices.

Please help me secure the auditorium for any of these schools in the afternoon on April 23rd (6-9pm), so we can move fast with this forum and inform the candidates and the community of time and place for this important event.

Thank you and best, Maryam

Maryam Zar, J.D.

Chair; PPCC

Vice Chair; WRAC

Founder; Womenfound

Contributor; Huffington Post

President; Paul Revere PTSA

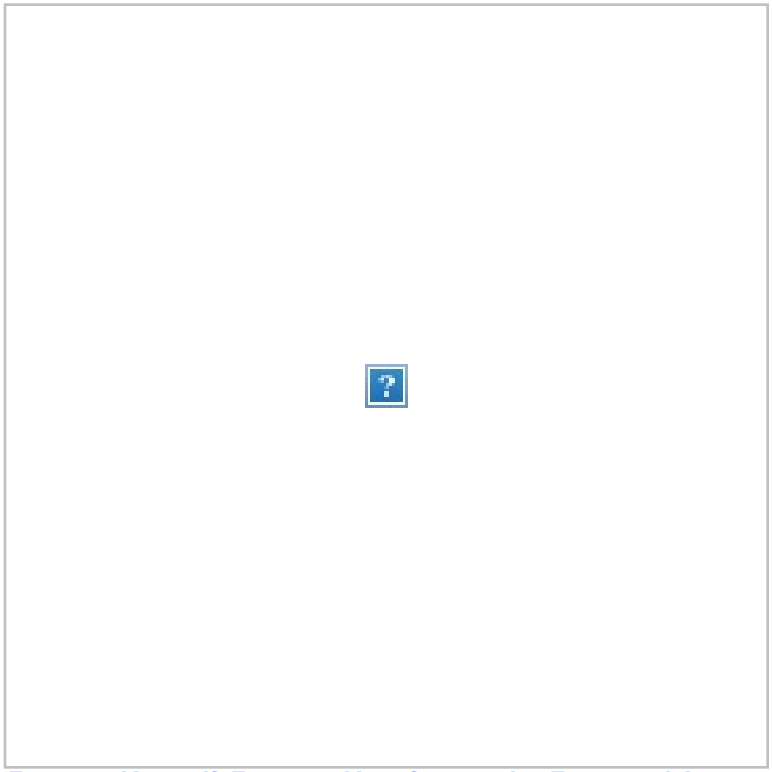
<CivicCenterPermitApplication121916.pdf>

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Mike Fong
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mike.fong@lacity.org
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Subject: Re: University high school auditorium - Zimmer-Melvoin Candidate forum
From: Mike Fong <mike.fong@lacity.org>
To: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
Date Sent: Tue, 11 Apr 2017 16:32:51 -0700
Date Received: Tue, 11 Apr 2017 16:33:12 -0700 (PDT)

Hi Jasmine,

Hope all is well.

WRAC has mentioned trying to set up their own account for a few months now. The last I had heard I had of WRAC setting up an accnount was probably a couple of meetings ago.

Thanks!

Best,

Mike

On Tue, Apr 11, 2017 at 3:23 PM, Jasmine Elbarbary <jasmine.elbarbary@lacity.org> wrote:

> Hi, Mike,
>
> Do you know about this? I guess WRAC is trying to set up an account, have they mentioned it in their meetings? Do you know if they can do this?
>
> Thanks,
> **Jasmine Elbarbary**
> Neighborhood Council Advocate
>
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Date: April 11, 2017 at 10:52:57 AM

To: [redacted]

Cc: "Izumi, Joyce" <joyce.izumi@lausd.net<mailto:joyce.izumi@lausd.net>>

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From: Maryam Zar [redacted]

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To: Woods, Patricia <PATRICIA.WOODS@lausd.net<mailto:PATRICIA.WOODS@lausd.net>>

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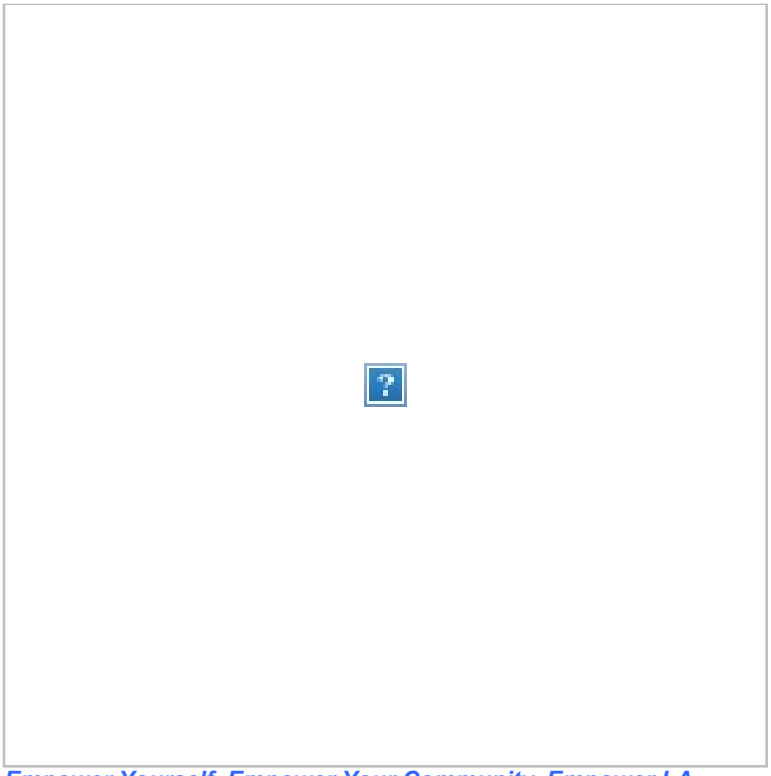
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From: Maryam Zar [redacted]
To: "Watts, Larry" <LWatts@seyfarth.com>
Cc: Doug Fitzsimmons <dougfitzsimmons@soronc.org>, "Kadota, Rob" [redacted]@[redacted].ucla.edu>, Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
Date Sent: Tue, 11 Apr 2017 16:05:17 -0700
Date Received: Tue, 11 Apr 2017 16:05:26 -0700 (PDT)

I agree. That's a good way to start. If we decide to form a 501(C)(3)- I understand this will be an agenda item on our May meeting - then so be it.

Maryam

On Apr 11, 2017, at 3:37 PM, Watts, Larry <LWatts@seyfarth.com> wrote:

> I don't think we need 501 (C) (3) status. We're not a charity, just an unincorporated association. That should be enough legal status to open a bank account. If we charge $200 a year dues we could soon build up a modest treasury to take care of expenses. If we find we aren't using the money we can suspend or lower the dues. I think having a few thousand dollars in the bank could come in handy on occasion.

T. Larry Watts | Senior Counsel | Seyfarth Shaw LLP
2029 Century Park East | Suite 3500 | Los Angeles, California 90067-3021
Direct: +1-310-201-5287 | Mobile: +1-310-864-6475 | Fax: +1-310-282-6987
lwatts@seyfarth.com | www.seyfarth.com

SEYFARTH SHAW

The information contained in this transmission is attorney privileged and/or confidential information intended for the use of the individual or entity named above. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution or copying of this communication is strictly prohibited.

From: Doug Fitzsimmons [mailto:dougfitzsimmons@soronc.org]
Sent: Tuesday, April 11, 2017 3:14 PM
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Chair; PPCC

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<CivicCenterPermitApplication121916.pdf>

Subject: RE: University high school auditorium - Zimmer-Melvoin Candidate forum
From: "Watts, Larry" <LWatts@seyfarth.com>
To: 'Doug Fitzsimmons' <dougfitzsimmons@soronc.org>,"Kadota, Rob" [redacted]@[redacted].ucla.edu>,Maryam Zar <[redacted]>
Cc: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
Date Sent: Tue, 11 Apr 2017 22:37:21 +0000
Date Received: Tue, 11 Apr 2017 15:37:24 -0700 (PDT)

I don't think we need 501 (C) (3) status. We're not a charity, just an unincorporated association. That should be enough legal status to open a bank account. If we charge $200 a year dues we could soon build up a modest treasury to take care of expenses. If we find we aren't using the money we can suspend or lower the dues. I think having a few thousand dollars in the bank could come in handy on occasion.

T. Larry Watts | Senior Counsel | Seyfarth Shaw LLP
2029 Century Park East | Suite 3500 | Los Angeles, California 90067-3021
Direct: +1-310-201-5287 | Mobile: +1-310-864-6475 | Fax: +1-310-282-6987
lwatts@seyfarth.com | www.seyfarth.com

SEYFARTH SHAW

The information contained in this transmission is attorney privileged and/or confidential information intended for the use of the individual or entity named above. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution or copying of this communication is strictly prohibited.

From: Doug Fitzsimmons [mailto:dougfitzsimmons@soronc.org]
Sent: Tuesday, April 11, 2017 3:14 PM
To: Kadota, Rob; Maryam Zar
Cc: Jasmine Elbarbary; Watts, Larry
Subject: Re: University high school auditorium - Zimmer-Melvoin Candidate forum

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PO Box 35836 | Los Angeles, CA 90035
soronc.org | Email updates | Facebook | Twitter | Instagram

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> > > Date: April 11, 2017 at 10:52:57 AM
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> > > To: [redacted]

Cc: "Izumi, Joyce" <joyce.izumi@lausd.net<mailto:joyce.izumi@lausd.net>>

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Angie Paredes

Civic Center Permit Office

Los Angeles Unified School District

213-241-6900

angie.paredes@lausd.net<mailto:angie.paredes@lausd.net>

From: Maryam Zar [redacted]

Sent: Tuesday, April 11, 2017 9:03 AM

To: Woods, Patricia <P[redacted]TRICIA.WOODS@lausd.net<mailto:PATRICIA.WOODS@lausd.net>>

Cc: Watts, Larry <LWatts@seyfarth.com<mailto:LWatts@seyfarth.com>>; Steve Barkan [redacted]>

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Subject: Fwd: University high school auditorium - Zimmer-Melvoin Candidate forum
From: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
To: Mike Fong <mike.fong@lacity.org>
Date Sent: Tue, 11 Apr 2017 15:23:29 -0700
Date Received: Tue, 11 Apr 2017 15:23:29 -0700 (PDT)

Hi, Mike,

Do you know about this? I guess WRAC is trying to set up an account, have they mentioned it in their meetings? Do you know if they can do this?

Thanks,
Jasmine Elbarbary
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



Empower Yourself. Empower Your Community. Empower LA.



---------- Forwarded message ----------
From: **Jasmine Elbarbary** <jasmine.elbarbary@lacity.org>
Date: Tue, Apr 11, 2017 at 3:22 PM
Subject: Re: University high school auditorium - Zimmer-Melvoin Candidate forum
To: Doug Fitzsimmons <dougfitzsimmons@soronc.org>
Cc: "Kadota, Rob" <[redacted]>, Maryam Zar <[redacted]>, "Watts, Larry" [redacted] -

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Thanks for your email. I am unsure because my understanding is that NC Alliances are not necessarily subject to the same stipulations as NCs, but I will find out and let you know by the end of this week. Thanks for your patience.

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200 N. Spring Street, Suite 2005
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NEIGHBORHOOD COUNCILS EMPOWER LA
Department of NEIGHBORHOOD EMPOWERMENT

Empower Yourself. Empower Your Community. Empower LA.

EMPOWERLA LEADERSHIP ACADEMY

The ones who are crazy enough to think they can change the world are the ones that do.

On Tue, Apr 11, 2017 at 3:13 PM, Doug Fitzsimmons <dougfitzsimmons@soronc.org> wrote:

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> > From: "Paredes, Angie" <angie.paredes@lausd.net<mailto:angie.paredes@lausd.net>>
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Sent: Tuesday, April 11, 2017 9:03 AM

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Cc: "Kadota, Rob" [redacted]@[redacted].ucla.edu>, Maryam Zar [redacted]>, "Watts, Larry" <lwatts@seyfarth.com>
Date Sent: Tue, 11 Apr 2017 15:22:52 -0700

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Date Sent: Tue, 11 Apr 2017 21:54:50 +0000
Date Received: Tue, 11 Apr 2017 14:56:19 -0700 (PDT)

Agreed. Thanks team.

rob

Sent from my iPad

On Apr 11, 2017, at 4:31 PM, Watts, Larry <LWatts@seyfarth.com> wrote:

> BCC has CGL coverage.
>
> **T. Larry Watts** | Senior Counsel | Seyfarth Shaw LLP
> 2029 Century Park East | Suite 3500 | Los Angeles, California 90067-3021
> Direct: +1-310-201-5287 | Mobile: +1-310-864-6475 | Fax: +1-310-282-6987
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> SEYFARTH SHAW
>
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>
> **From:** Maryam Zar [mailto:maryamzarjd@yahoo.com]
> **Sent:** Tuesday, April 11, 2017 12:55 PM
> **To:** Kadota, Rob
> **Cc:** Jasmine Elbarbary; Watts, Larry; dougfitzsimmons@soronc.org
> **Subject:** Re: University high school auditorium - Zimmer-Melvoin Candidate forum
>
> Larry and I can ask our CC's. But I think it would make sense to elect a Treasurer for WRAC, and start to collect a nominal annual collect membership due from each member council, in order to help fund little things like this. Yes?
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> To: [redacted]
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Please call me directly at 213-241-2590 should you have any questions,

Sincerely,

Angie Paredes

Civic Center Permit Office

Los Angeles Unified School District

213-241-6900

angie.paredes@lausd.net<mailto:angie.paredes@lausd.net>

From: Maryam Zar [redacted]

Sent: Tuesday, April 11, 2017 9:03 AM

To: Woods, Patricia <PATRICIA.WOODS@lausd.net<mailto:PATRICIA.WOODS@lausd.net>>

Cc: Watts, Larry <LWatts@seyfarth.com<mailto:LWatts@seyfarth.com>>; Steve Barkan [redacted]>

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<CivicCenterPermitApplication121916.pdf>

Subject: RE: University high school auditorium - Zimmer-Melvoin Candidate forum
From: "Watts, Larry" <LWatts@seyfarth.com>
To: 'Maryam Zar' [redacted]>,"Kadota, Rob" <[redacted]@[redacted].ucla.edu>
Cc: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>, "dougfitzsimmons@soronc.org" <dougfitzsimmons@soronc.org>
Date Sent: Tue, 11 Apr 2017 20:32:34 +0000
Date Received: Tue, 11 Apr 2017 13:32:37 -0700 (PDT)

BCC has CGL coverage.

T. Larry Watts | Senior Counsel | Seyfarth Shaw LLP
2029 Century Park East | Suite 3500 | Los Angeles, California 90067-3021
Direct: +1-310-201-5287 | Mobile: +1-310-864-6475 | Fax: +1-310-282-6987

lwatts@seyfarth.com | www.seyfarth.com

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Date Sent: Tue, 11 Apr 2017 12:54:48 -0700
Date Received: Tue, 11 Apr 2017 12:54:50 -0700 (PDT)

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"dougfitzsimmons@soronc.org" <dougfitzsimmons@soronc.org>
Date Sent: Tue, 11 Apr 2017 19:47:58 +0000
Date Received: Tue, 11 Apr 2017 12:49:26 -0700 (PDT)

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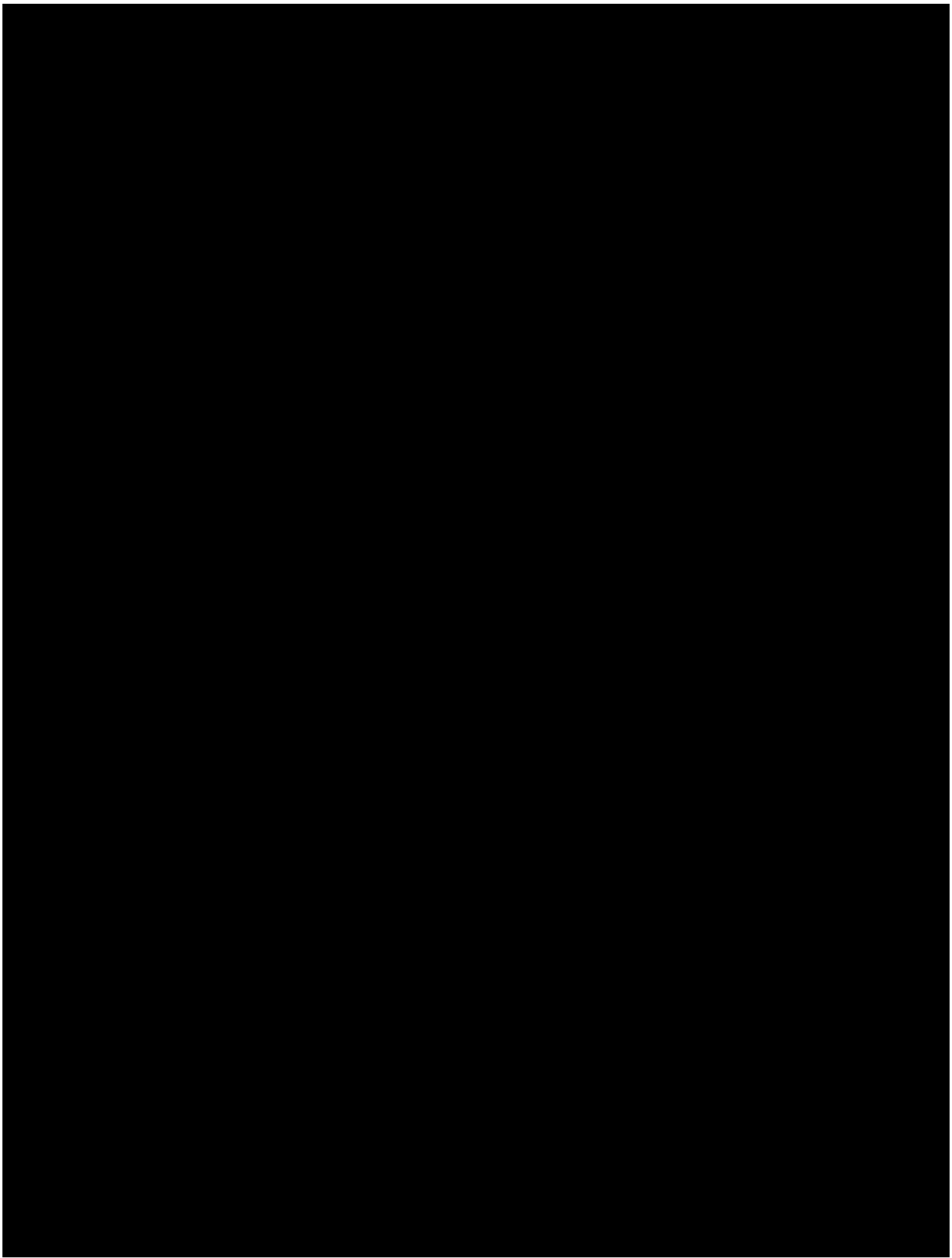
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> <CivicCenterPermitApplication121916.pdf>

END OF EMAIL 10



[redacted]

[redacted]

On Wed, Feb 8, 2017 at 2:59 PM, Stephen Resnick <[redacted]> wrote:

> Hi Jasmine,
>
> Thank you for the detailed information in regard to motions and committees. I'm concerned about full council meetings and motions that are not on the agenda.
>
> Specifically, can a council member, at a regularly scheduled council meeting, and as part of a discussion on a particular subject on the agenda, make a motion having to do with that subject?
>
> I've created the three examples below.
>
> Example 1:
>
> 1. Measure 101 (10 minutes)
>   A. Discussion
>
> Example 2:
>
> 1. Measure 101 (10 minutes)
>   A. Discussion and Motion

Example 3:

1. Measure 101 (10 minutes

    A. Discussion and Introduction of Motion in favor or against Measure 101

For each of these examples, the discussion is followed by a motion. There are no committees involved and no recommendations from (or to) committees. Simply a discussion on an agenda item following by a motion that is not part of the agenda. Is this permissible? Acceptable practice? And most importantly, allowed by the Brown Act? Thanks.

Stephen Resnick

On Tue, Feb 7, 2017 at 4:45 PM, Jasmine Elbarbary <jasmine.elbarbary@lacity.org> wrote:

> Hi, Lisa and Constance,
>
> Great to finally hear from WWNC!
>
> [redacted] an example of how to phrase language could be,
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> "Discussion and possible action to recommend to _____ (Insert: name of committee or Board) to _____ (insert: support or oppose) _____ (proposal, development, measure, initiative, etc.)"
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> The committee can always make a recommendation to the board. "Per the _____ Committee, motion to _____ by the regular BOD."
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> I always suggest saying "discussion and possible action" so that you give yourselves room to do so, because if you don't have that on there and something comes up then you'd have to table it for the next meeting.

In general, the more details the merrier.

> We are asking what can be posted on the agenda about the item , the agenda that comes out BEFORE the item is discussed. Does the motion need to have a complete spelled-out motion, or is it OK to say what will be discussed, and “possible motion based on board discussion”? That is for our general board meetings.

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> The subcommittee question came up to find out if an item can be placed on an agenda (that has not been heard yet) with a motion to recommend voting one way or another based on information sent to the committee as to the details.

This is up to you however it does not need to be all or nothing. You can fulfill the request and you can state that such-and-such party has requested the following: (and then insert the motion) and say it is subject to possible discussion and motion.

Let me know if you have further questions.

Best,

Jasmine Elbarbary

Neighborhood Council Advocate

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

Office | 213-978-1551 Fax | 213-978-1751

Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

NEIGHBORHOOD COUNCILS EMPOWER LA™ Department of NEIGHBORHOOD EMPOWERMENT

Empower Yourself. Empower Your Community. Empower LA.

EMPOWERLA LEADERSHIP ACADEMY

The ones who are crazy enough to think they can change the world are the ones that do.

On Mon, Feb 6, 2017 at 12:38 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Stephen, Grayce, or Jasmine,
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> Please address our questions.
>
> Thanks,
>
> Lisa

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

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[redacted]

[redacted]

[redacted]

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[redacted]

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[redacted]

[redacted]

[redacted]

.

[redacted]

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>
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Best,

Jasmine Elbarbary
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

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EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT

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EMPOWERLA LEADERSHIP ACADEMY

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[redacted]

[redacted]

[redacted]

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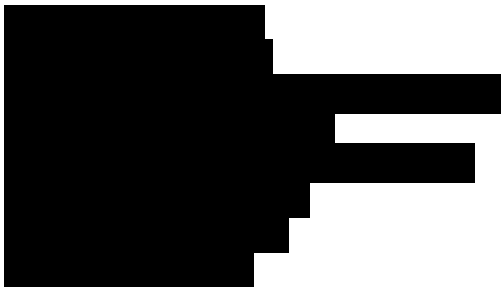
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Subject: Re: FW: NC MOTIONS - QUESTION FROM WESTWOOD NEIGHBORHOOD COUNCIL
From: Stephen Resnick <[redacted]>
To: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
Cc: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>, Stephen Box <stephen.box@lacity.org>, Grayce Liu <grayce.liu@lacity.org>, "Constance Boukidis ([redacted])" [redacted]>, "laura winikow [redacted]" <[redacted]>, "Sandy Brown ([redacted])" <[redacted]>, Carmen Hawkins <carmen.hawkins@lacity.org>, Darren Martinez <darren.martinez@lacity.org>
Date Sent: Wed, 8 Feb 2017 14:59:28 -0800
Date Received: Wed, 08 Feb 2017 15:00:10 -0800 (PST)

Hi Jasmine,

Thank you for the detailed information in regard to motions and committees. I'm concerned about full council meetings and motions that are not on the agenda.

Specifically, can a council member, at a regularly scheduled council meeting, and as part of a discussion on a particular subject on the agenda, make a motion having to do with that subject?

I've created the three examples below.

Example 1:

1. Measure 101 (10 minutes)
    A. Discussion

Example 2:

1. Measure 101 (10 minutes)
    A. Discussion and Motion

Example 3:

1. Measure 101 (10 minutes
    A. Discussion and Introduction of Motion in favor or against Measure 101

For each of these examples, the discussion is followed by a motion. There are no committees involved and no recommendations from (or to) committees. Simply a discussion on an agenda item following by a motion that is not part of the agenda. Is this permissible? Acceptable practice? And most importantly, allowed by the Brown Act? Thanks.

Stephen Resnick

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Lisa

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[redacted]

[redacted]

[redacted]

[redacted]

Carmen

On Mon, Feb 6, 2017 at 9:07 AM, Constance Boukidis <[redacted]> wrote:

> Can you please tell us what the guidelines are re Motions to be heard at a BOD meeting and subcommittee hearing.
>
> It appears alot of NCS post items as Discussion/Action items without an explicit motion set forth in their agendas.
>
> Can an NC subcommittee and BOD post a motion that is one-sided if asked to do so by a board member or stakeholder or is it better left up to what transpires at the discussion at the meeting to carve one out?
>
> Please advise.

Thank you.

Constance Boukidis

Westwood Neighborhood Council Board Member

310-766-5030

--

Carmen D. Hawkins
Deputy City Attorney
Neighborhood Council Advice Division
General Counsel Division
200 N. Main St., Room 700, MS 140
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(213)978-8132 Phone
(213)978-8222 Fax

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Subject: Re: FW: NC MOTIONS - QUESTION FROM WESTWOOD NEIGHBORHOOD COUNCIL
From: Grayce Liu <grayce.liu@lacity.org>
To: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
Date Sent: Tue, 7 Feb 2017 17:02:50 -0800
Date Received: Tue, 07 Feb 2017 17:03:22 -0800 (PST)

Thanks, Jasmine!

Best,

Grayce Liu
General Manager

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
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As Carmen stated, an example of how to phrase language could be,

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> Lisa
>
> **From:** Carmen Hawkins [mailto:carmen.hawkins@lacity.org]
> **Sent:** Monday, Febru 17 PM
> **To:** Chapman, Lisa <[redacted]@[redacted]ucla.edu>
> **Cc:** Constance Boukidis <constanceellen@sbcglob nez
> <darren.martinez@lacity.org>; Stephen Resnick <[redacted]>; Stephen Box
> <stephen.box@lacity.org>; Mike Fong <mike.fong@lacity.org>
> **Subject:** Re: NC MOTIONS - QUESTION FROM WESTWOOD NEIGHBORHOOD COUNCIL
>
> Lisa,
>
> This is not a legal question, except to meet the Brown Act requirement to provide the public with enough information in your agenda as to what you plan to do, so they can determine whether they want to attend the meeting. This is an operational matter that the Department should be working with you on. The question to you, would be, "how do you narrowly tailor a recommendation in a motion, if you have not heard the information yet? A suggestion would be, Discussion and possible action to recommend to "committee or Board" to support or oppose ???? proposal/development ??? with possible amendments.
>
> Please follow up with DONE staff for further assistance.
>
> Carmen
>
> On Mon, Feb 6, 2017 at 10:40 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:
>
> > Hi Carmen,
> >
> > We are asking what can be posted on the agenda about the item , the agenda that comes out BEFORE the item is discussed. Does the motion need to have a complete spelled-out motion, or is it OK to say what will be discussed, and “possible motion based on board discussion”? That is for our general board meetings.
> >
> > The subcommittee question came up to find out if an item can be placed on an agenda (that has not

been heard yet) with a motion to recommend voting one way or another based on information sent to the committee as to the details.

Thanks,

Lisa

From: Carmen Hawkins [mailto:carmen.hawkins@lacity.org]
Sent: Monday, February 0
To: Constance Boukidis <[redacted]>
Cc: Darren Martin n.m z@lacity.org>; Stephen Resnick <[redacted]>; Chapman, Lisa <[redacted]@[redacted]ucla.edu>; Stephen Box <stephen.box@lacity.org>; Mike Fong <mike.fong@lacity.org>
Subject: Re: NC MOTIONS - QUESTION FROM WESTWOOD NEIGHBORHOOD COUNCIL

Constance,

All committees can do is basically conduct hearings, receive information from all sides on the respective matter and then make a recommendation to the Board to take action. DONE staff can assist you on how the NC operates.

Carmen

On Mon, Feb 6, 2017 at 9:07 AM, Constance Boukidis <[redacted]> wrote:

> Can you please tell us what the guidelines are re Motions to be heard at a BOD meeting and subcommittee hearing.
>
> It appears alot of NCS post items as Discussion/Action items without an explicit motion set forth in their agendas.
>
> Can an NC subcommittee and BOD post a motion that is one-sided if asked to do so by a board member or stakeholder or is it better left up to what transpires at the discussion at the meeting to carve one out?
>
> Please advise.
>
> Thank you.
>
> Constance Boukidis
>
> Westwood Neighborhood Council Board Member

> 310-766-5030

--

Carmen D. Hawkins
Deputy City Attorney
Neighborhood Council Advice Division
General Counsel Division
200 N. Main St., Room 700, MS 140
Los Angeles, CA 90012
(213)978-8132 Phone
(213)978-8222 Fax

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--

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> distribution or use of the content of this information is prohibited. If you have received this communication in error, please notify us immediately by e-mail and delete the original message and any attachments without reading or saving in any manner.
> **********

Subject: Re: FW: NC MOTIONS - QUESTION FROM WESTWOOD NEIGHBORHOOD COUNCIL
From: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>
Cc: Stephen Box <stephen.box@lacity.org>, Grayce Liu <grayce.liu@lacity.org>, "Constance Boukidis ([redacted])" <[redacted]>, "Stephen Resnick ([redacted])" <[redacted]>, "laura winikow (lwinikow@yahoo.com)" <lwinikow@yahoo.com>, "Sandy Brown ([redacted])" <[redacted]>
Bcc: Semee Park <semee.park@lacity.org>
Date Sent: Tue, 7 Feb 2017 16:45:51 -0800
Date Received: Tue, 7 Feb 2017 16:45:51 -0800 (PST)

Hi, Lisa and Constance,

Great to finally hear from WWNC!

As Carmen stated, an example of how to phrase language could be,

"Discussion and possible action to recommend to _____ (Insert: name of committee or Board) to _____ (insert: support or oppose) _____ (proposal, development, measure, initiative, etc.)"

An alternative could be to use the same skeleton and just add _____ (conditions, amendments, etc.)

The committee can always make a recommendation to the board. "Per the _____ Committee, motion to _____ by the regular BOD."

I always suggest saying "discussion and possible action" so that you give yourselves room to do so, because if you don't have that on there and something comes up then you'd have to table it for the next meeting.

In general, the more details the merrier.

> We are asking what can be posted on the agenda about the item , the agenda that comes out BEFORE the item is discussed. Does the motion need to have a complete spelled-out motion, or is it OK to say what will be discussed, and “possible motion based on board discussion”? That is for our general board meetings.

No, it does not need to have a completely spelled-out motion but context is always good. Yes, it is OK to say "discussion and possible motion" or "possible motion based on board discussion."

> The subcommittee question came up to find out if an item can be placed on an agenda (that has not been heard yet) with a motion to recommend voting one way or another based on information sent to the committee as to the details.

This is up to you however it does not need to be all or nothing. You can fulfill the request and you can state that such-and-such party has requested the following: (and then insert the motion) and say it is subject to possible discussion and motion.

Let me know if you have further questions.

Best,

Jasmine Elbarbary
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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The ones who are crazy enough to think they can change the world are the ones that do.

On Mon, Feb 6, 2017 at 12:38 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Stephen, Grayce, or Jasmine,
>
> Please address our questions.
>
> Thanks,
>
> Lisa
>
> **From:** Carmen Hawkins [mailto:carmen.hawkins@lacity.org]
> **Sent:** Monday, Febru 17 PM
> **To:** Chapman, Lisa <[redacted]@[redacted]ucla.edu>
> **Cc:** Constance Boukidis <constanceellen@sbcglob nez
> <darren.martinez@lacity.org>; Stephen Resnick <[redacted]>; Stephen Box
> <stephen.box@lacity.org>; Mike Fong <mike.fong@lacity.org>
> **Subject:** Re: NC MOTIONS - QUESTION FROM WESTWOOD NEIGHBORHOOD COUNCIL
>
> Lisa,
>
> This is not a legal question, except to meet the Brown Act requirement to provide the public with enough information in your agenda as to what you plan to do, so they can determine whether they want to attend the meeting. This is an operational matter that the Department should be working with you on. The question to you, would be, "how do you narrowly tailor a recommendation in a motion, if you have not heard the

information yet? A suggestion would be, Discussion and possible action to recommend to "committee or Board" to support or oppose ???? proposal/development ??? with possible amendments.

Please follow up with DONE staff for further assistance.

Carmen

On Mon, Feb 6, 2017 at 10:40 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Carmen,
>
> We are asking what can be posted on the agenda about the item , the agenda that comes out BEFORE the item is discussed. Does the motion need to have a complete spelled-out motion, or is it OK to say what will be discussed, and “possible motion based on board discussion”? That is for our general board meetings.
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> Lisa
>
> **From:** Carmen Hawkins [mailto:carmen.hawkins@lacity.org]
> **Sent:** Monday, February 0
> **To:** Constance Boukidis <[redacted]>
> **Cc:** Darren Martin [redacted]n.m[redacted]z@lacity.org>; Stephen Resnick <[redacted]>; Chapman, Lisa <[redacted]@[redacted]ucla.edu>; Stephen Box <stephen.box@lacity.org>; Mike Fong <mike.fong@lacity.org>
> **Subject:** Re: NC MOTIONS - QUESTION FROM WESTWOOD NEIGHBORHOOD COUNCIL
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> Constance,
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> All committees can do is basically conduct hearings, receive information from all sides on the respective matter and then make a recommendation to the Board to take action. DONE staff can assist you on how the NC operates.
>
> Carmen

On Mon, Feb 6, 2017 at 9:07 AM, Constance Boukidis <[redacted]> wrote:

> Can you please tell us what the guidelines are re Motions to be heard at a BOD meeting and subcommittee hearing.
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> It appears alot of NCS post items as Discussion/Action items without an explicit motion set forth in their agendas.
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> Please advise.
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> Constance Boukidis
>
> Westwood Neighborhood Council Board Member
>
> 310-766-5030

--

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Subject: FW: NC MOTIONS - QUESTION FROM WESTWOOD NEIGHBORHOOD COUNCIL
From: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>
To: Stephen Box <stephen.box@lacity.org>,Grayce Liu <grayce.liu@lacity.org>,Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
Cc: "Constance Boukidis ([redacted])" <[redacted]>, "Stephen Resnick ([redacted])" <[redacted]>, "laura winikow (lwinikow@yahoo.com)" <lwinikow@yahoo.com>, "Sandy Brown ([redacted])" <[redacted]>
Date Sent: Mon, 6 Feb 2017 20:38:17 +0000
Date Received: Mon, 06 Feb 2017 12:38:19 -0800 (PST)

Hi Stephen, Grayce, or Jasmine,

Please address our questions.

Thanks,

Lisa

From: Carmen Hawkins [mailto:carmen.hawkins@lacity.org]
Sent: Monday, Febru 17 PM
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Cc: Constance Bou n@sbcglobal.net>; Darren Martinez <darren.martinez@lacity.org>; Stephen Resnick <[redacted]>; Stephen Box <stephen.box@lacity.org>; Mike Fong <mike.fong@lacity.org>
Subject: Re: NC MOTIONS - QUESTION FROM WESTWOOD NEIGHBORHOOD COUNCIL

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> **From:** Carmen Hawkins [mailto:carmen.hawkins@lacity.org]
> **Sent:** Monday, February 0
> **To:** Constance Boukidis <[redacted]>
> **Cc:** Da ne en.martinez@lacity.org>; Stephen Resnick <[redacted]>; Chapman, Lisa <[redacted]@[redacted]ucla.edu>; Stephen Box <stephen.box@lacity.org>; Mike Fong

<mike.fong@lacity.org>
Subject: Re: NC MOTIONS - QUESTION FROM WESTWOOD NEIGHBORHOOD COUNCIL

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> Please advise.
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> Thank you.
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> Constance Boukidis
>
> Westwood Neighborhood Council Board Member
>
> [310-766-5030](tel:310-766-5030)

--

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****

END OF EMAIL 11

Subject: Re: WWNC Agenda - Executive Committee
From: Semee Park <semee.park@lacity.org>
To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>
Cc: Mario Hernandez <mario.hernandez@lacity.org>, Stephen Resnick [redacted]>, Jasmine Elbarbary <jasmine.elbarbary@lacity.org>, Gibson Nyambura <gibson.nyambura@lacity.org>
Date Sent: Tue, 25 Apr 2017 16:28:49 -0700
Date Received: Tue, 25 Apr 2017 16:29:21 -0700 (PDT)

Lisa,

Please give me a call at 818-374-9898 to discuss. I feel like we're not communicating effectively.

The point I want to make it, according to your agenda, it is listed as "Executive Committee Meeting," and since the City Attorney has provided clarification that your Executive Committee is a Standing Committee, and not ad hoc, meeting must be open to the public.

Now, I understand the need to "hash out" the details in a more "controlled" manner, however, the public must be able to participate.

Finally, I want to let you know, here at EmpowerLA, we have hired additional staff and will now be attending your meetings moving forward to provide support to Westwood NC. Gibson Nyambura (cc'ed here in this email) is your assigned Neighborhood Empowerment Advocate (NEA) and will be introducing himself to the group shortly.

Hope this help. And please know we're not trying to hinder your business in any way however, there are laws/rules we have to follow and posting the agenda, and having an public meeting is something that needs to occur in this case.

Best Regards,

Semee Park
Director of Neighborhood Council Operations

Department of Neighborhood Empowerment
14410 Sylvan St. 4th Floor
Los Angeles, CA 91401
Office | 818-374-9898
Email | Semee.Park@lacity.org
Web | www.EmpowerLA.org

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https://www.youtube.com/watch?v=IJ77Zz-RsFo

On Tue, Apr 25, 2017 at 4:07 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Semee, please read what I wrote. I said it was 3 members of our exec cmte and one who was NOT a part of the exec cmte.
>
> **From:** Semee Park [mailto:semee.park@lacity.org]
> **Sent:** Tuesday, April 25, 2017 4:02 PM
>
> **To:** Chapman, Lisa [redacted]@[redacted]ucla.edu>
> **Cc:** Mario Hernandez <mario.hernandez@lacity.org>; Stephen Resnick [redacted]>; Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
> **Subject:** Re: WWNC Agenda - Executive Committee

Lisa,

Your Executive Committee is NOT an ad hoc committee.

Semee Park
Director of Neighborhood Council Operations

Department of Neighborhood Empowerment

14410 Sylvan St. 4th Floor

Los Angeles, CA 91401

Office | 818-374-9898

Email | Semee.Park@lacity.org

Web | www.EmpowerLA.org

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https://www.youtube.com/watch?v=IJ77Zz-RsFo

On Tue, Apr 25, 2017 at 3:50 PM, Chapman, Lisa [redacted]@[redacted]ucla.edu> wrote:

> It is three members of our exec cmte and one who is NOT on our exec cmte, so it should be an ad hoc cmte.
>
> Get back to me on the ADA issue at a private location, and we will reschedule.
>
> Thanks.
>
> **From:** Semee Park [mailto:semee.park@lacity.org]
> **Sent:** Tuesday, Apr [redacted] 3:4
> **To:** Chapman, Lisa [redacted]@[redacted]ucla.edu>
> **Cc:** Mario Hernandez <mario.hernandez@lacity.org>; Stephen Resnick [redacted]>; Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
>
> **Subject:** Re: WWNC Agenda - Executive Committee
>
> Hi Lisa,

I want to reiterate, your Executive Committee is a Standing Committee. Therefore, subject to the Brown Act and advance posting and notification of the meeting.

Thank you for your understanding. If there are additional questions, I am happy to call and chat in detail.

Semee Park
Director of Neighborhood Council Operations

Department of Neighborhood Empowerment

14410 Sylvan St. 4th Floor

Los Angeles, CA 91401

Office | 818-374-9898

Email | Semee.Park@lacity.org

Web | www.EmpowerLA.org

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https://www.youtube.com/watch?v=IJ77Zz-RsFo

On Tue, Apr 25, 2017 at 3:31 PM, Chapman, Lisa [redacted]@[redacted]ucla.edu> wrote:

> Actually the reason we wanted a closed meeting is because this is a working ad hoc for one reason only, to formulate wording for two motions to be presented to our full council for a vote in May. They are complicated, and should not be hashed out in front of stakeholders. After these motions are presented, then stakeholders can weigh in on them.
>
> We posted this just in case, but discovered that ad hoc committees that are “solely made up of governing members” do not need to post, and we were seeking clarification. The city attorney has already weighed in, or it wouldn’t be on your site.
>
> Now, our problem is that we should never have said anything in the first place! I don’t know why this is now turning in to such an issue. We are not hiding anything at all.
>
> And in regards to the private residence, it is absolutely ADA compliant. Since the public won’t be there, it shouldn’t matter.

This is just more bureaucracy!

From: Mario Hernandez [mailto:mario.hernandez@lacity.org]
Sent: Tuesday, Apr 3:2
To: Chapman, Lisa [redacted]@[redacted]ucla.edu>; Stephen Resnick [redacted]>
Cc: Semee Park <semee.park@lacity.org>; Jasmine Elbarbary <jasmine.elbarbary@lacity.org>

Subject: Re: WWNC Agenda - Executive Committee

HI Lisa,

In response to an email and phone conversation with Stephen Resnick, Your questions regarding the posting requirements of an Ad Hoc meeting and public participation has been forwarded the Office of the City Attorney review. Additionally, Stephen stated the reason for wanting a closed meeting is the meeting location will be a private residence. The use of a private residence may be an issue to ADA requirements.

Once City Attorney has reviewed, you will provided with an update.

If you have any further questions, please contact Jasmine Elbarbary or Semee Park at (818) 374-9898. They are not in the office today, but should return tomorrow.

Thank you.

Mario Hernandez

Project Coordinator

Department of Neighborhood Empowerment

200 N. Spring Street, Fl 20

Los Angeles, CA 90012

Office | 213-473-7472 Fax | 213-978-1751

Email | mario.hernandez@lacity.org Web | www.EmpowerLA.org

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https://www.youtube.com/watch?v=IJ77Zz-RsFo

Attachments area

Preview YouTube video Welcome to EmpowerLA!



On Tue, Apr 25, 2017 at 2:43 PM, Stephen Resnick <[redacted]> wrote:

---------- Forwarded message ----------
From: **Chapman, Lisa** [redacted]@[redacted]ucla.edu>
Date: Tue, Apr 25, 2017 at 11:31 AM
Subject: RE: WWNC Agenda - Executive Committee
To: Semee Park <semee.park@lacity.org>
Cc: NC Support <ncsupport@lacity.org>, Stephen Resnick [redacted]>, Jasmine Elbarbary <jasmine.elbarbary@lacity.org>

Could you please explain this from Empower LA:

From: Semee Park [mailto:semee.park@lacity.org]
Sent: Tuesday, Apr 11:
To: Chapman, Lisa [redacted]@[redacted]ucla.edu>
Cc: NC Support <ncsupport@lacity.org>; Stephen Resnick [redacted]>; Jasmine Elbarbary <jasmine.elbarbary@lacity.org>

Subject: Re: WWNC Agenda - Executive Committee

Hi Lisa,

Hope all is well. All meetings (ad hoc, committee, board etc.) regardless of membership must be open to the public.

Please let me know if additional clarification is needed.

Much thanks in advance!

On Apr 25, 2017, at 11:22 AM, Chapman, Lisa [redacted]@[redacted]ucla.edu> wrote:

> Hi NC support,
>
> As I understand it, Ad Hoc cmte meetings do not have to be open to the public if they have no members that are stakeholders. This is our exec cmte to discuss motion wording to come before the entire council.
>
> Please clarify.
>
> Thanks,
>
> Lisa
>
> **From:** betty.wong@lacity.org [mailto:betty.wong@lacity.org] **On Behalf Of** NC Support
> **Sent:** Tuesday, April
> **To:** Stephen Resnick [redacted]>
> **Cc:** Chapman, Lisa [redacted]@[redacted]ucla.edu>; Jasmine Elbarbary <jasmine.elbarbary@lacity.org>; Semee Park <semee.park@lacity.org>
> **Subject:** Re: WWNC Agenda - Executive Committee
>
> Dear Neighborhood Council,
>
> Thank you for your email. We are unable to post your request to the ENS website. All Neighborhood Council meetings are open to the public. Neighborhood Council cannot have closed meetings, it's a Brown Act violation.
>
> Please contact and consult with your PC via email; jasmine.elbarbary@lacity.org for

rescheduling of meeting.

On Mon, Apr 24, 2017 at 5:03 PM, Stephen Resnick [redacted] > wrote:

> NC Support,
>
> Attached is the agenda, *in PDF form*, for an **Executive Committee** meeting of the Westwood Neighborhood Council. Please let me know if you have any questions.
>
> Stephen Resnick, Secretary
>
> Westwood Neighborhood Council

--

Best Regards,
NC Support Team

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

Office | 213-978-1551 Fax | 213-978-1751

Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

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Subject: RE: WWNC Agenda - Executive Committee
From: "Chapman, Lisa" [redacted]@[redacted]ucla.edu>
To: Semee Park <semee.park@lacity.org>
Cc: Mario Hernandez <mario.hernandez@lacity.org>, Stephen Resnick <[redacted]>, Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
Date Sent: Tue, 25 Apr 2017 23:07:00 +0000
Date Received: Tue, 25 Apr 2017 16:07:03 -0700 (PDT)

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Subject: Re: WWNC Agenda - Executive Committee

Lisa,

Your Executive Committee is NOT an ad hoc committee.

Semee Park
Director of Neighborhood Council Operations

Department of Neighborhood Empowerment

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Los Angeles, CA 91401

Office | 818-374-9898

Email | Semee.Park@lacity.org

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Office | 213-473-7472 Fax | 213-978-1751

Email | mario.hernandez@lacity.org Web | www.EmpowerLA.org

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EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT

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https://www.youtube.com/watch?v=IJ77Zz-RsFo

Attachments area

Preview YouTube video Welcome to EmpowerLA!



On Tue, Apr 25, 2017 at 2:43 PM, Stephen Resnick <[redacted]> wrote:

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Tue, Apr 25, 2017 at 11:31 AM
Subject: RE: WWNC Agenda - Executive Committee
To: Semee Park <semee.park@lacity.org>
Cc: NC Support <ncsupport@lacity.org>, Stephen Resnick <[redacted]>, Jasmine Elbarbary <jasmine.elbarbary@lacity.org>

Could you please explain this from Empower LA:

From: Semee Park [mailto:semee.park@lacity.org]

Sent: Tuesday, April 25, 2017 11:29 AM
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Cc: NC Support <ncsupport@lacity.org>; Stephen Resnick <[redacted]>; Jasmine Elbarbary <jasmine.elbarbary@lacity.org>

Subject: Re: WWNC Agenda - Executive Committee

Hi Lisa,

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> Thanks,
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> Lisa
>
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> **Sent:** Tuesday, April 25
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From: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>
To: Mario Hernandez <mario.hernandez@lacity.org>,Stephen Resnick <[redacted]>
Cc: Semee Park <semee.park@lacity.org>, Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
Date Sent: Tue, 25 Apr 2017 22:31:17 +0000
Date Received: Tue, 25 Apr 2017 15:31:19 -0700 (PDT)

Actually the reason we wanted a closed meeting is because this is a working ad hoc for one reason only, to formulate wording for two motions to be presented to our full council for a vote in May. They are complicated, and should not be hashed out in front of stakeholders. After these motions are presented, then stakeholders can weigh in on them.

We posted this just in case, but discovered that ad hoc committees that are “solely made up of governing members” do not need to post, and we were seeking clarification. The city attorney has already weighed in, or it wouldn’t be on your site.

Now, our problem is that we should never have said anything in the first place! I don’t know why this is now turning in to such an issue. We are not hiding anything at all.

And in regards to the private residence, it is absolutely ADA compliant. Since the public won’t be there, it shouldn’t matter.

This is just more bureaucracy!

From: Mario Hernandez [mailto:mario.hernandez@lacity.org]
Sent: Tuesday, April 3:2
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Cc: Semee Park <semee.park@lacity.org>; Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
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Mario Hernandez

Project Coordinator

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Please clarify.

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Cc: Semee Park <semee.park@lacity.org>, Stephen Resnick <[redacted]>, Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
Date Sent: Tue, 25 Apr 2017 15:28:03 -0700
Date Received: Tue, 25 Apr 2017 15:28:45 -0700 (PDT)

Good Afternoon Lisa,

Per my consultation with the City Attorney's Offrice, an executive committee is a standing committee. Please review handout. Secondly, we discourage having NC meetings at a boardmember/stakeholder's home due to ADA requirements and meetings are open to the public.

Please reschedule your meeting to allow the public to attend. Should you have any questions, contact the City Attorney's office at 213/978-8132 or NC Support via email; ncsupport@lacity.org.

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From: Mario Hernandez <mario.hernandez@lacity.org>
To: Lisa Chapman <[redacted]@[redacted]ucla.edu>,Stephen Resnick <[redacted]>
Cc: Semee Park <semee.park@lacity.org>, Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
Date Sent: Tue, 25 Apr 2017 15:19:31 -0700
Date Received: Tue, 25 Apr 2017 15:20:13 -0700 (PDT)

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[redacted]



On Tue, Apr 25, 2017 at 12:18 PM, NC Support <ncsupport@lacity.org> wrote:

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>
> I'm forwarding response from Westwood NC and have attached their bylaws and the proposed agenda. Please review and advise.
>
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[redacted]

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Lisa

From: Chapman, Lisa
Sent: Tuesday, April 25, 2017 11:31 AM
To: 'Semee Park' <semee.park@lacity.org>
Cc: NC Support <ncsupport@lacity.org>; Stephen Resnick <[redacted]>; Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
Subject: RE: WWNC Agenda - Executive Committee

Could you please explain this from Empower LA:

From: Semee Park [mailto:semee.park@lacity.org]
Sent: Tuesday, April 11:
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Cc: NC Support <ncsupport@lacity.org>; Stephen Resnick <[redacted]>; Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
Subject: Re: WWNC Agenda - Executive Committee

Hi Lisa,

Hope all is well. All meetings (ad hoc, committee, board etc.) regardless of membership must be open to the public.

Please let me know if additional clarification is needed.

Much thanks in advance!

On Apr 25, 2017, at 11:22 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

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> **From:** betty.wong@lacity.org [mailto:betty.wong@lacity.org] **On Behalf Of** NC Support
> **Sent:** Tuesday, April 25
> **To:** Stephen Resnick [redacted]>
> **Cc:** Chapman, Lisa <[redacted]@[redacted]ucla.edu>; Jasmine Elbarbary <jasmine.elbarbary@lacity.org>; Semee Park <semee.park@lacity.org>
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Cc: NC Support <ncsupport@lacity.org>, Stephen Resnick <[redacted]>, Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
Date Sent: Tue, 25 Apr 2017 18:31:26 +0000
Date Received: Tue, 25 Apr 2017 11:31:29 -0700 (PDT)

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Sent: Tuesday, April [redacted] 11:
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Cc: NC Support <ncsupport@lacity.org>, Stephen Resnick <[redacted]>, Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
Date Sent: Tue, 25 Apr 2017 11:28:44 -0700
Date Received: Tue, 25 Apr 2017 11:28:46 -0700 (PDT)

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Cc: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>, Semee Park <semee.park@lacity.org>

Date Sent: Tue, 25 Apr 2017 18:22:30 +0000
Date Received: Tue, 25 Apr 2017 11:22:32 -0700 (PDT)

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Subject: FW: WWNC Agenda - Executive Committee
From: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>
To: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
Cc: "Stephen Resnick ([redacted])" <[redacted]>
Date Sent: Tue, 25 Apr 2017 17:35:58 +0000
Date Received: Tue, 25 Apr 2017 10:36:01 -0700 (PDT)

Jasmine,

As I understood, ad hoc cmte meetings do not need to be opne to the public, is that not so?

Thanks,

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Sent: Tuesday, April 25, 2017 10:31 AM

To: Stephen Resnick <[redacted]>
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Date Sent: Tue, 25 Apr 2017 10:30:39 -0700
Date Received: Tue, 25 Apr 2017 10:31:21 -0700 (PDT)

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Let everyone sweep in front of their own door, and the whole world will be clean.

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***Ad Hoc* Committees.**

Ad hoc or "temporary" committees are treated differently under the Act. *Ad hoc* committees are *not* subject to the notice and posting requirements of the Act *so long as* the committee

- is comprised *solely* of members of the governing *body, i.e.*, the committee may not contain individuals other than the members of the governing body;
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Ad hoc committees are commonly used in City government. For example, the President of a City commission or the commission itself might choose to appoint three or fewer commissioners (depending upon the size and quorum of the board) to evaluate and report on a particular issue or subject relevant to that commission. Once that committee has completed its work, the committee is then disbanded.

Neighborhood Councils may create *ad hoc* committees in similar fashion by having the

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***Ad Hoc* Committees.**

Ad hoc or "temporary" committees are treated differently under the Act. *Ad hoc* committees are *not* subject to the notice and posting requirements of the Act *so long as* the committee

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MARCH 5
9AM - 3PM
GOLDEN STREETS


MARCH 5
9AM - 3PM
GOLDEN STREETS


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CITY OF LOS ANGELES

ERIC GARCETTI
MAYOR

WESTWOOD NEIGHBORHOOD COUNCIL

www.wwnc.org

EXECUTIVE COMMITTEE MEETING
(Not Open to the Public)

Thursday, April 27, 2017 - 7:00 PM

1022 Selby Avenue
Los Angeles, CA 90024

The public is requested to fill out a "**Speaker Card**" to address the Committee on any agenda item before the Committee takes action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Committee's jurisdiction will be heard during "Public Comments." No individual speaker will be allowed more than 2 minutes, subject to the discretion of the Chair. Agenda items are subject to board action. The agenda is posted for public review at Westwood Public Library, 1246 Glendon Avenue and at www.wwnc.org.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment at 213-202-2764 or email NCSupport@lacity.org.

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, may be viewed at our website by clicking on the following link: www.wwnc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact sresnick@wwnc.org.

Agenda

1. **Discussion of WWNC board action(s) in reference to PAB explanation of function/ board members.**

2. **Discussion of On-Line voting with possible motion to submit to the WWNC board.**

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BYLAWS OF THE
WESTWOOD NEIGHBORHOOD COUNCIL

APPROVED BY DEPARTMENT OF
NEIGHBORHOOD EMPOWERMENT 6.01.2015

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ARTICLE I NAME

The name of this Neighborhood Council shall be the Westwood Neighborhood Council ("WWNC" or "Council").

ARTICLE II PURPOSE

Principles of Governance - The purpose of the Council is to participate as a body on issues concerning our neighborhood and regarding the governance of the City of Los Angeles ("City") in a transparent, inclusive, collaborative, accountable and viable manner.

A. The **MISSION** of the Council is:

1. To preserve and enhance the value of business and homeowner properties in Westwood and to preserve Westwood's status as a highly desirable and important residential, business, educational, cultural, and entertainment center.

2. To provide an inclusive and open forum for public discussion of issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;

3. To advise the City on issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;

4. To initiate, execute and support projects for the physical, social and cultural improvement of the Council area; and

5. To facilitate communication between the City and Community Stakeholders on issues of concern to the community and/or the Stakeholders.

B. The **POLICY** of the Council is:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council;

2. To remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and committee members, as hereinafter set forth;

3. To utilize the Early Notification System (ENS) to inform the Council and Community Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision-making process;

4. To encourage all Community Stakeholders to participate in activities of the Council;

5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, or political affiliation; and

6. To have fair, open, and transparent procedures for the conduct of all Council business.

ARTICLE III BOUNDARIES

The Council covers the geographic area described below.

Section 1: Boundary Description - The boundaries abut the boundaries of adjacent Neighborhood Councils and include those areas of the City within the following lines of demarcation:

A. **North** - the south side of Sunset Boulevard from the border of Beverly Hills on the east to the I-405 Freeway on the west.
B. **South** - the north side of Santa Monica Boulevard extending from the western boundary of the city of Beverly Hills at the southeast corner of the Los Angeles Country Club to the I-405 Freeway (inclusive of Cotner Avenue.)
C. **East** - the western boundary of the city of Beverly Hills from Sunset Boulevard (south side) to Santa Monica Boulevard (north side).
D. **West** - the eastern side of the I-405 Freeway between Santa Monica Boulevard (north side) and Sunset Boulevard (south side) excluding the Veteran's Administration property.

The boundaries of the Council are set forth in Attachment A - Map of Westwood Neighborhood Council.

Section 2: Internal Boundaries - Not applicable.

ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. "Stakeholders" shall be defined as those who live, work or own real property in the neighborhood and also those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations. Members of the Council shall be referred to as "Community Stakeholders."

ARTICLE V GOVERNING BOARD

The governing body of the WWNC shall be the Board of Directors ("Board") within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils ("Plan").

Section 1: Composition - The Board shall be composed of nineteen (19) Directors aged seventeen (17) years or older who are selected, elected or appointed for Seats or Groups with specific constituencies as enumerated:

A. **Owner Residential Group** - Directors who reside in single owner-occupied dwellings or own residential property within the WWNC boundaries. There will be four (4) Directors from this Group filling Seats 1-4.

B. **Rental Residential Group** - Directors who rent their residence within the WWNC boundaries. There will be four (4) Directors from this Group filling Seats 5-8.

C. **Business Group** - Directors who own, operate or work for businesses within the WWNC boundaries. There will be four (4) Directors from this Group filling Seats 9-12.

D. **Seat 13: Student** - Director must be currently enrolled full-time as an undergraduate or graduate student in a university or college

E. **Seat 14: Faculty or Staff** - Director must work full time as a faculty or staff member of a university or college.

F. **Seat 15: Educational Community** - Director must be a Stakeholder who may currently be a parent, teacher or administrator in the K-12 school community, public or private, within the WWNC boundaries.

G. **Seat 16: Non-Profit/Arts/Culture/Recreational Community** - Director must be a Stakeholder who may be a member of, or works with a non-profit, arts or cultural organization located within the WWNC boundaries

H. **Seat 17: Faith Based Community** - Director must be a Stakeholder who may be currently a leader such as clergy, laity, staff, or volunteer in a faith based institution located within the WWNC boundaries.

I. **Seat 18: At Large** - Director must be a Stakeholder who lives, works or owns real property in the neighborhood or those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

J. **Seat 19: At Large** - Director must be a Stakeholder who lives, works or owns real property in the neighborhood or those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

The WWNC's Board must, to the extent possible, reflect the diversity of the Neighborhood Council's Community Stakeholders. Accordingly, no single community stakeholder group shall comprise a majority of a certified Neighborhood Council's governing body, unless extenuating circumstances are warranted and approved by the Department of Neighborhood Empowerment ("Department").

Section 2: Quorum - The quorum shall be eleven (11) members of the Board. No floating quorums are allowed.

Section 3: Official Actions - A simple majority vote by the board members present and voting, not including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.

Any Director less than eighteen (18) years of age shall be disqualified from voting on the expenditure of Council funds, the entering of the Council into a contract, or the recommendation to any City agency to enter into or expend funds on a specific contract.

Section 4: Terms and Term Limits - Elected Directors will hold office for a term of two (2) years. Terms of office shall begin when and extend until each election is certified by the City. All Board terms, which end prior to a City administered election shall be extended until after the certification of election results or the resolution of all official election challenges for that particular election cycle, whichever date is later. There are no term limits.

Section 5: Duties and Powers - A Director represents the interest of the whole community not the constituency or interest that defined his/her Seat or Group.

Board members must maintain their Stakeholder status and continue to meet the criteria on which their seat eligibility is based. Upon change of status a Board member shall forfeit their seat but may remain seated for sixty (60) days until a replacement can be found and appointed to the seat. If no replacement is available, the Board member may remain for one hundred and twenty days (120) only.

Section 6: Vacancies - A vacancy in the Board shall be deemed to exist in case of a Director's death, resignation, removal for cause, or absence of a candidate for a particular Seat or Group. The Board shall request applications from interested Stakeholders who meet the Seat or Group eligibility requirements. These should be in writing and submitted within sixty (60) days after the vacancy occurs. The replacing Director must fulfill the requirements for the vacated Seat or Group as enumerated in Attachment B. The Board shall fill the seat by a majority vote.

Directors appointed to fill a vacant seat will hold office for the remainder of the term of the vacated seat or until the next City supervised election.

Section 7: Absences - Unexcused absences from three (3) meetings during the previous six (6) months shall be deemed a failure to consistently attend and subject the Director to removal from the Board.

Section 8: Censure - Intentionally left blank.

Section 9: Removal of Governing Board Members - A Director may be removed by the Board for the following causes:

A. Inability to perform the duties of a Board Director.
B. Serious, repeated, or uncorrected violation of WWNC Bylaws, WWNC Standing Rules and Regulations, WWNC Code of Civility, the Brown Act, or the Plan.
C. Non-Attendance by a Board Director.
D. Failure to take the mandatory ethics training in the required time.
E. Any two (2) Board members may make a motion to the Board for a Director's removal. It must be seconded by a third member and approved by two-thirds (2/3) of the Board.

Removal of a Director for cause shall require two-thirds (2/3) vote of the Board and should occur at the next scheduled Board meeting. The Board member subject to removal action shall be notified ten (10) days prior to the action. He/she shall not take part in the vote, but will be allowed to speak to the Board regarding the removal action at a publicly noticed meeting prior to the vote.

Prior to and during the removal process, the Board shall consult with the City Attorney.

Section 10: Resignation - A Director shall indicate his/her resignation by submitting written notice to the Secretary of the Board who will inform the Board. Such resignation will be effective when received unless the Director's notice specifies a later time for the effectiveness of such resignation, or until the Board has made efforts to determine whether the Director has vacated the seat and, being unable to so ascertain, thereby deems the seat vacant.

Section 11: Community Outreach - The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

ARTICLE VI OFFICERS

Section 1: Officers of the Board - The officers of the Board ("Officers") shall include the following positions which together comprise the Executive Committee: President, Vice President, Secretary, and Treasurer.

Section 2: Duties and Powers - The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board:

A. **The President shall:**
    1. Preside at all Board meetings and Executive Committee meetings.
    2. Serve as spokesperson and representative of the Board's majority position.
    3. Appoint, with Board approval, chairs to the standing committees, and representatives to organizations outside of the WWNC.
    4. Act as chief liaison to all outside organizations and Neighborhood Councils.
    5. Sign all correspondence coming from the WWNC.
    6. Call special meetings when urgent matters arise.

7. With a majority of voting Board members, the President may appoint a parliamentarian with Board approval.
8. Act as liaison with the Department.
9. Co-sign all demand warrants or other financial documents that require two (2) signatures with the Treasurer.

B. **The Vice-President shall:**
1. Perform the duties of the President in the absence of the President.
2. Perform other duties as delegated by the President.
3. Assist the President in deciding what issues may deserve a special meeting.
4. Serve on the Executive Committee.
5. Act, with President's approval, as chief liaison with other Neighborhood Councils.
6. Maintain oversight of all committees to ensure their well working, and report to the Executive Committee about their committee activities for the purpose of setting the Board's agenda.

C. **The Secretary shall:**
1. Take and keep all minutes and public records of the Council, Board, and Executive Committee meetings and submit the approved minutes of the Board for public display no later than seven (7) days after the meeting at which they were approved.
2. See that all general notices are duly given in accordance with the provision of these Bylaws and as required by law.
3. Serve on the Executive Committee and keep the minutes of its meetings.
4. Receive and log all submissions and correspondence to the WWNC and refer them to appropriate Officer or Committee within seven (7) days of receiving them.
5. Should the WWNC cease to exist, all of its property and records shall be handed over to the City of Los Angeles as Council property and records are ultimately City of Los Angeles property.

D. **The Treasurer shall:**
1. Be accountable for all funds belonging to WWNC.
2. Chair the Budget Committee.
3. Receive and disburse all WWNC funds to assure total compliance with all Department and LA City requirements.
4. Comply with the financial controls and reporting specified by the Standing Rules and Regulations.
5. Prescribe a method for keeping a book of accounts which includes any or all provisions of Generally Accepted accounting procedures.
6. Submit semi-annual and annual financial reports to the Department.
7. Co-sign checks with the President of the Board.
8. Act as President in the absence of the President and Vice-President.
9. Serve on the Executive Committee.
10. Prepare the year-end financial report for each fiscal year to be delivered to the Board at least thirty-five (35) days prior to the close of the fiscal year.
11. Present a current financial report to the Board at every regular meeting.
12. Oversee the financial side of any out-sourced work.

Section 3: Selection of Officers - Officer positions shall be filled annually at the first official Board meeting following their election in Board election years and at the subsequent one (1) year anniversary mark of the Officers' election in Board non-election years.

Section 4: Officer Terms - The Officers shall serve one (1) year terms and serve at the pleasure of the Board. They may stand for reelection annually.

ARTICLE VII COMMITTEES AND THEIR DUTIES

All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

Section 1: Standing Committees - The Standing Committees of the Council are: The Budget and Finance Committee, The Outreach and Communications Committee, and The Planning and Land Use Committee,

Section 2: Ad Hoc Committees - The Board may create Ad Hoc Committees as needed to deal with temporary issues.

Section 3: Committee Creation and Authorization

A. **Committee Authority** - All committee recommendations shall be brought back to the full Board for discussion and action.

B. **Committee Structure** - With the exception of the Executive Committee, Committee members shall be appointed by the President and ratified by the Board. Standing Committees shall be comprised of at least two (2) Board members and may include any interested Stakeholders. Ad Hoc Committees shall be comprised of four (4) or fewer Board members.

C. **Committee Appointment** - All Committee Chairs shall be appointed by the President and confirmed by the Board. Only those Committee members who are Board members are eligible to serve as Chairman of a Committee. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.

D. **Committee Meetings** - Standing Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes shall be taken at every Standing Committee meeting.

E. **Changes to Committees** - The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes.

F. **Removal of Committee Members** - Committee members may be removed in the same manner in which they were appointed.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (California Government Code Section 54950.5 et seq.), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place - All meetings shall be held within the Council boundaries at a location, date and time set by the Board. A calendar of regular meetings may be established by the Board at its first regular meeting of each calendar year.

A. **Regular Meetings** - Regular Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.

B. **Special Meetings** - The President or a majority of the Board shall be allowed to call a special Council meeting as needed.

Section 2: Agenda Setting - The President shall set the agenda for each Council meeting utilizing input suggested by any Board member, or by a non-Board member Stakeholder, who shall submit his suggestion in writing to the Secretary at least one (1) week prior to the scheduled Board meeting

Any Stakeholder may make a proposal for action by the Council during the public comment period of a regular Council meeting. The Board shall decide by vote whether the proposal is to be placed on the agenda for the next meeting, and may, by vote, refer the proposal to an appropriate committee of the Board.

Section 3: Notifications/Postings - Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act and in compliance with City of Los Angeles Neighborhood Council posting policy. An updated listing of the Neighborhood Council's physical posting location/s shall be kept on file with the Neighborhood Council.

Section 4: Reconsideration - The Board may reconsider or amend its actions at any time.

ARTICLE IX FINANCES

A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum funding allocation requirements.

B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.

C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.

D. Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.

E. At least once each quarter, the President and at least one Board member other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

F. The Council will not enter into any contracts or agreements except through the Department.

ARTICLE X ELECTIONS

Section 1: Administration of Election - The Council's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

Section 2: Governing Board Structure and Voting - The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

A. Each Stakeholder may cast eight (8) votes.

    1. A vote may be cast for only one (1) Director among the three (3) groups representing Seats 1-12

    2. One (1) vote may be cast for each of the seven (7) Seats 13-19.

B. All Stakeholders are eligible to vote for any seat.

Section 3: Minimum Voting Age - All Community Stakeholders aged seventeen (17) and above shall be entitled to vote in the Council elections.

Section 4: Method of Verifying Stakeholder Status - Voters will verify their Stakeholder status through written self-affirmation.

Section 5: Restrictions on Candidates Running for Multiple Seats - A candidate shall declare candidacy for no more than one (1) position on the Council Board during a single election cycle.

Section 6: Other Election Related Language - In the event that no Stakeholder is a candidate for a Seat, the Board can select a Director for the Seat by a majority vote of the Board after the Board convenes. Candidates shall indicate in writing to the Board that they meet the requirements of the Board seat.

ARTICLE XI GRIEVANCE PROCESS

A. Any grievance by a Stakeholder must be submitted in writing to the Board Secretary who shall cause the matter to be placed on the agenda for the next regular Council meeting for which posting of the item on the agenda per Brown Act requirements can be accomplished.

B. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of two (2) volunteer non- Board member stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel and two (2) Board member Stakeholders. The list of volunteers will be constituted by requesting volunteers at regular meetings of the WWNC Board. If there is an insufficient number of non-Board member volunteers to compose the panel of four (4), the balance of the panel shall be selected from WWNC Board members.

C. Within two (2) weeks of the panel's selection, the Board Vice President shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.

D. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded to the Vice President of the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting.

E. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at Council meetings.

F. Board members are not permitted to file a grievance against another Board member or against the Council, except as permitted under the City's grievance policy. The Neighborhood Council will follow the City's policy and/or rules regarding the handling of grievances.

ARTICLE XII PARLIAMENTARY AUTHORITY

The Council shall use the Rosenberg's Rules of Order when conducting Council meetings. If Rosenberg's Rules are silent on an issue, the Council shall refer to Robert's rules of order. Additional rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board.

ARTICLE XIII AMENDMENTS TO BYLAWS

Any Board member or Stakeholder may propose an amendment to these Bylaws formalized in writing. The Board shall forward all proposals to an Ad Hoc Bylaws Committee to review and to provide recommendations to the Board, and the proposal placed on the next meeting's agenda. An amendment to these bylaws requires a majority vote of the Board members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval. Amendments shall not be valid, final

or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.

ARTICLE XIV COMPLIANCE

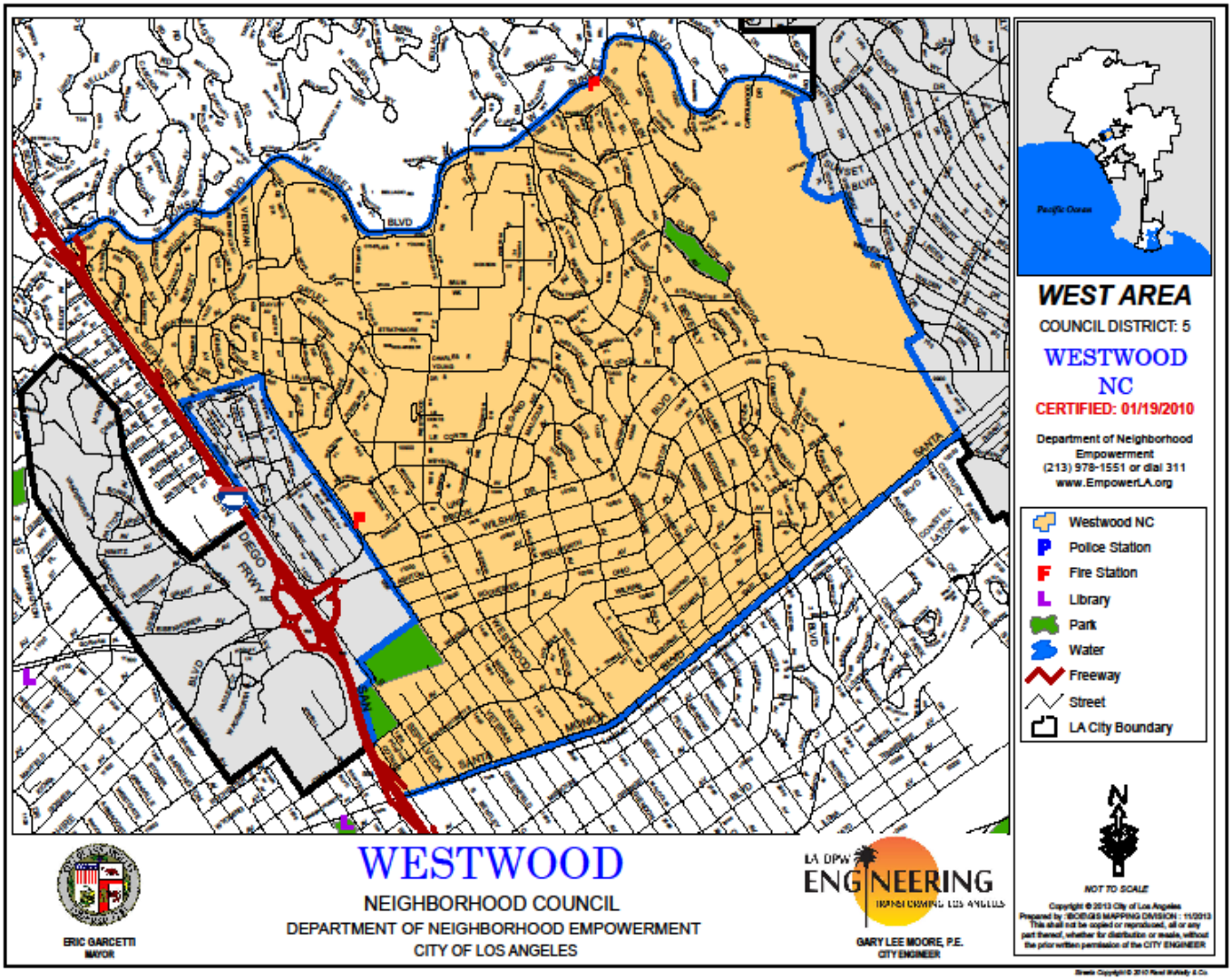
The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board as well as all local, county, state and federal laws, including, without limitation, the Plan, the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government Code Section 54950.5 et seq*.), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1: Code of Conduct - The Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

Section 2: Training - All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within forty-five (45) days of being seated, or they will lose their Council voting rights. All board members must take ethics and funding training prior to making motions and voting on funding related matters.

Section 3: Self-Assessment - Every year, the Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A – Map of Westwood Neighborhood Council



ATTACHMENT B – Governing Board Structure and Voting

Westwood Neighborhood Council – 19 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Seats 1-4: Owner Residential Group Directors Term: 2 Years for the 4 highest vote getters	4	Elected	Stakeholders who reside in single owner-occupied dwellings or own residential property within the WWNC boundaries and who are 17 years or older.	Stakeholder within the WWNC boundaries who is 17 years or older.
Seats 5-8: Rental Residential Group Directors Term: 2 Years for the 4 highest vote getters	4	Elected	Stakeholders who rent their residence within the WWNC boundaries and who are 17 years or older.	Stakeholder within the WWNC boundaries who is 17 years or older.
Seats 9-12: Business Group Directors Term: 2 Years for the 4 highest vote getters	4	Elected	Stakeholders who own, operate or work for businesses within the WWNC boundaries and who are 17 years or older.	Stakeholder within the WWNC boundaries who is 17 years or older.
Seat 13: Student Director Term: 2 Years	1	Elected	Stakeholder who is currently enrolled full-time as an undergraduate or graduate student in a university or college and who is 17 years or older.	Stakeholder within the WWNC boundaries who is 17 years or older.
Seat 14: Faculty or Staff Director Term: 2 Years	1	Elected	Stakeholder who works full time as a faculty or staff member of a university or college and who is 17 years or older.	Stakeholder within the WWNC boundaries who is 17 years or older.
Seat 15: Educational Community Director Term: 2 Years	1	Elected	Stakeholder who must currently be a parent, teacher or administrator in the K-12 school community, public or private, within the WWNC boundaries and who is 17 years or older.	Stakeholder within the WWNC boundaries who is 17 years or older.
Seat 16: Non-Profit/Arts/Culture/Recreational Community Director Term: 2 Years	1	Elected	Stakeholder who is a member of, or works with a non-profit, arts or cultural organization located within the WWNC boundaries and who is 17 years or older.	Stakeholder within the WWNC boundaries who is 17 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Seat 17: Faith based Community Director Term: 2 Years	1	Elected	Stakeholder who is currently a leader such as clergy, laity, staff, or volunteer in a faith-based institution located within the WWNC boundaries.	Stakeholder within the WWNC boundaries who is 17 years or older.
Seat 18: At Large Director Term: 2 Years	1	Elected	Stakeholder within the WWNC boundaries and who is 17 years or older.	Stakeholder within the WWNC boundaries who is 17 years or older.
Seat 19: At Large Director Term: 2 Years	1	Elected	Stakeholder within the WWNC boundaries who is 17 years or older.	Stakeholder within the WWNC boundaries who is 17 years or older.

Standing and *Ad Hoc* Committees of Neighborhood Councils Under the Brown Act

Office of the City Attorney
Neighborhood Council Advice Division

Standing Committees.

Standing committees of Neighborhood Councils are subject to the Brown Act (also, "Act"). The Act describes a standing committee as one which has "continuing subject matter jurisdiction." This means that a permanent committee that is designed to handle an issue or issues on a continual basis will be a standing committee and is subject to the Act's notice and posting requirements. For example, many Neighborhood Councils have established various committees through their bylaws, such as Land Use and Planning Committees, Public Safety Committees, Election Committees, *etc.* [1] These committees, because of their subject matter, generally are of an ongoing nature and regardless of their configuration, (whether comprising solely less than a majority of board members, or of a combination of board members and stakeholders) are subject to the notice and posting requirements of the Act.[2]

Standing committees need not establish a "regular meeting time and place" in any operating rules but they must meet in public and post notices of their meetings. The Act presumes that whenever a standing committee holds a meeting that is posted at least 72 hours in advance, that noticed meeting is considered the "regular meeting" of the standing committee. *See* Gov't Code § 54954.

Establishing Standing Committees.

Standing committees, as noted above, are generally established in the operating bylaws of the Neighborhood Council by simply listing their titles and functions. However, a Neighborhood Council may also create additional committees by formal board action (*i.e.*, a vote or resolution of the board to establish a committee). In situations where the board creates a new standing committee that has not been listed in the bylaws, the best practice is for the Neighborhood Council to amend its bylaws to identify this new standing committee.

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[1] Many Neighborhood Councils also have Executive Committees, comprised of the Governing Body's officers. The functions depending upon the Neighborhood Council may vary, but generally since this Committee is set up by the bylaws, it too is a standing committee, subject to the Act.

[2] A standing committee can also be created if it has a meeting schedule that is fixed by charter, ordinance, or resolution, or formal action of a legislative body.

Ad Hoc Committees.

Ad hoc or "temporary" committees are treated differently under the Act. *Ad hoc* committees are *not* subject to the notice and posting requirements of the Act *so long as* the committee

- is comprised *solely* of members of the governing *body, i.e.*, the committee may not contain individuals other than the members of the governing body;
- consists of less than the number of board members who, if present at a meeting, would be able to make a decision, *(e.g.*, if a Neighborhood Council has 21 board members, a quorum of 11 and makes decisions by a majority of those board members present at a meeting, then as few as 6 board members would have the ability to make a decision; therefore, the *ad hoc* committee should be comprised of less than the majority or, as stated in this example, less than 6 board members);
- has a defined purpose and a time frame to accomplish that purpose; and
- is advisory, *i.e.*, the committee has not been delegated any decision-making power and will be returning to the full board on its recommendation. *See, Joiner v. City of Sepastopol* (1981) 125 Cal App. 3d 799.

Ad hoc committees are commonly used in City government. For example, the President of a City commission or the commission itself might choose to appoint three or fewer commissioners (depending upon the size and quorum of the board) to evaluate and report on a particular issue or subject relevant to that commission. Once that committee has completed its work, the committee is then disbanded.

Neighborhood Councils may create *ad hoc* committees in similar fashion by having the board or the President, depending on the bylaws, appoint *less than a majority of the Neighborhood Council board members* to evaluate a particular issue and report its findings, conclusions or recommendations to the full body. However, should any person other than an existing Neighborhood Council board member be appointed to the *ad hoc* committee, then the committee must operate under the notice and posting requirements of the Brown Act.

Establishing *Ad Hoc* Committees.

Members of *ad hoc* committees designed to be advisory to the Neighborhood Council may be appointed by the President, on behalf of the entire board, or by action of the entire board, depending upon the rules under which the Neighborhood Council operates. Although, as noted above, the *ad hoc* committee itself is not subject to the Act, if the board desires to create an *ad hoc* committee, then the *action* to *create* the

committee should be done at a publicly noticed meeting under the Act and the item should be placed on an agenda for that purpose. [3]

Establishing Committees That Are Not Subject to the Brown Act.

Advisory committees composed of non-Neighborhood Council board members may be created that are not subject to the Brown Act but only if they are advisory to a single-decision maker, rather than to the entire Neighborhood Council board. The Attorney General has concluded that advisory bodies that report to a single member of a legislative body or a single officer are not subject to the Act since they are not "created" by any formal action of the entire legislative body. See, 56 Ops. Cal Atty Gen 14 (1973).

Thus, an individual board member could create an advisory committee that reports directly to him or her. For example, a board member could ask a group of stakeholders (not during a public meeting to avoid the appearance that the entire board has created the advisory body by "consent") to investigate a particular item, report to the appointing board member, after which the board member could then make a recommendation or initiate discussion on the item that the committee investigated. As long as it is clear that the advisory committee is not created by the Neighborhood Council itself, these types of committees are not subject to the Brown Act.[4]

Implementing Projects - Not a Committee.

One point that may need clarification: Groups that are formed to implement a project are not treated as a standing or *ad hoc* committee under the Act; thus, gatherings to implement a project would not be considered a "meeting" subject to the Brown Act. For example, if a Neighborhood Council approves an action to conduct a tree-planting project along a street, the gathering of those people at a certain place and time to plant the trees would not be treated as a "meeting" under the Act. That would be true of other activities such as, purchasing goods and supplies for the Neighborhood Council or implementing other projects approved by the board, such as a graffiti abatement projects, *etc.*, or activities designed to outreach to stakeholders.

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[3] The *appointments* to that Committee, if made by the President, may occur either in or outside a public meeting, depending upon the Neighborhood Council's rules; however, the better practice is for this to be done publicly.

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[4] Of course, stakeholders may also separately, and on their own initiative, form advisory groups and report the results, findings or recommendations to the Neighborhood Council board.

Neighborhood Councils and Ballot Measures

There are various laws including the First and Fourteenth Amendments of the Constitution, California Penal Code §§ 424, 524 and court decisions that limit or otherwise restrict the use of public resources in relation to election matters. The California Supreme Court in *Stanson v. Mott* (1976) 17 Cal.3d 206 at 217 provided the general guiding principle prohibiting the use of public funds and resources in election matters: "A fundamental precept of this nation's democratic electoral process is that the government may not 'take sides' in election contests or bestow an unfair advantage on one of several competing factions. A principal danger feared by our country's founders lay in the possibility that the holders of governmental authority would use official power improperly to perpetuate themselves, or their allies, in office [citations]; the selective use of public funds in election campaigns, of course, raises the specter of just such an improper distortion of the democratic electoral process." The court also stated that "judicial reluctance to sanction the use of public funds for election campaigns rests on an implicit recognition that such expenditures raise potentially serious constitutional questions." *Id.* at 216. Consequently, a neighborhood council may not use public funds or resources to support or oppose ballot measures.

The courts have generally distinguished between actions taken before and those taken after a measure is on the ballot. Prior to being placed on the ballot communications regarding the drafting of a proposed measure are generally not considered as actions to influence the voters in a partisan matter, but more closely aligned with the exercise of proper legislative authority, and therefore more likely to withstand challenge. However, even expenditures made prior to a ballot measure being placed on the ballot may be prohibited if they are aimed at influencing the voters or only present one side of the matter.

Expenditures after a ballot measure is placed on a ballot are no longer within the legislative realm and therefore generally prohibited. However, funds can be spent for the limited purposes of providing neutral and objective factual material about a measure upon request. Any other expenditures would be prohibited under the Penal Code and existing case law. *See Penal Code §§ 424, 524; League of Women Voters v. Countywide Crim. Justice Coordination Com.* (1988) 203 Cal.App.3d 529, 550-551; Attorney General Opinion 2004-211 (April 7, 2005).

However, although not without risk to the neighborhood council and potential individual liability on behalf of its boardmembers, under certain circumstances,[1] it may be permissible for a neighborhood council to agendize a discussion and potentially take a position on a pending ballot measure even after it is placed before the voters. The Court of Appeal has previously rejected a preliminary injunction against the school

[1] Less risk would be associated with an item appearing on a regular meeting agenda than an item appearing on a special meeting agenda unless the item is incidental to the holding of the special meeting; *i.e.* the special meeting agenda also includes other neighborhood council items.

district charging misuse of funds where the district had taken a position at a public and televised meeting of the district in relation to a school-related ballot initiative that had not yet qualified for the ballot. *Choice-in-Education League v. Los Angeles Unified School District* (2d Dist. 1993) 17 Cal. App. 4th 415. The court concluded that the district's expenditure of funds regarding the televised airing of its meeting was unrelated to its advocacy of a partisan position particularly given the nature and timing of the broadcast. In making its findings the court appeared to also rely upon the district's responsibilities and the public forum nature of the meeting. *See also* League *of Women Voters v. Countywide Crim. Justice Coordination Com.*, 203 Cal.App.3d 529, 550-551 (board of supervisors did not improperly spend public funds when it held a public meeting to endorse an initiative that had not yet qualified for the ballot); Ballot Measure Advocacy and the Law: Legal Issues Associated with City Participation in Ballot Measure Campaigns, League of California Cities (September 2003). Because the only cases to date have concerned taking a position before a measure is placed on the ballot, it is not entirely clear whether a neighborhood council can take a position on a ballot measure once it has been placed before the voters.

A neighborhood council might also face less risk in holding a public meeting using a neutral framework on a ballot measure provided no other funds are expended because of neighborhood councils' unique nature and role. However, the Attorney General has opined that certain community college auxiliary organizations are subject to the same restrictions on partisan political activities as the college with regard to facilities and resources provided by the college. Attorney General Opinion 2004-211, n. 10 (April 7, 2005).

Consequently, the safest course of action for a neighborhood council is to refrain from taking a position on a ballot measure once it has been placed on a ballot. However, if a neighborhood council decides to take a position on a ballot measure it should ensure that it is contained on a regular meeting agenda and both supporting and opposing views are treated equally. Moreover, given that a court may consider the proximity to the election to be a factor in whether unlawful use of public resources have been spent, a neighborhood council should consider the timing of such a meeting in relation to the election. Even in the event that a neighborhood council was to take a position in opposition or support of a ballot measure at a regular meeting after the measure has been placed on the ballot by the legislative body, no public funds may be used to publicize that position.

Because of these restrictions on the use of public funds in relation to elections, we caution neighborhood councils to be particularly mindful of the legal risks associated with such activity.

VILLAGE NEIGHBORHOOD COUNCIL
OFFICERS

MARY GONZALEZ
PRESIDENT

BOB CHU
VICE-PRESIDENT

RON JOHNSON
SECRETARY

JANE BROWN
TREASURER

CITY OF LOS ANGELES
CALIFORNIA

VILLLAGE NEIGHBORHOOD
COUNCIL

100 E. ELM STREET
LOS ANGELES, CA 90012

TELEPHONE: (213) 555-1212
FAX: (213) 555-1111
E-mail: Village@neighborhoodcouncil.org

SAMPLE

VILLAGE NEIGHBORHOOD COUNCIL
REGULAR MEETING AGENDA
Tuesday April 13, 2004 – 6:30 PM
Village Community Center
100 E. Elm Street, Los Angeles, CA 90012

The public is requested to fill out a "**Speaker Card**" to address the Board on any agenda item before the Board takes an action. Public comment is limited to 3 minutes per speaker, but the Board has the discretion to modify the amount of time for any speaker.

[Insert the prior sentences if your board adopts and agrees to these procedures as a means of running your meetings. Your Board may choose other methods, but please ensure that any methods that you implement and state in this introduction are consistent with your bylaws. Your Board's operational rules should be in writing and approved by your Board as its standing rules.]

The public may comment on a specific item listed on this agenda when the Board considers that item. When the Board considers the agenda item entitled "Public Comments," the public has the right to comment on any matter that is within the Board's jurisdiction. In addition, the members of the public may request and receive copies without undue delay of any documents that are distributed to the Board, unless there is a specific exemption under the Public Records Act that prevents the disclosure of the record. (Govt. Code § 54957.5)

The _____ Neighborhood Council holds its regular meetings on the _____ *[eg., first Thursday of every month]* and may also call any additional required special meetings in accordance with its Bylaws and the Brown Act. The agenda for the regular and special meetings is posted for public review at [list 5 official public notice posting sites].

The _____ Neighborhood Council complies with Title II of the Americans with Disabilities Act and does not discriminate on the basis of any disability. Upon request, the _____ Neighborhood Council will provide reasonable accommodations to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure the availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Neighborhood Council Secretary at (213) 555-5555, or please send an e-mail that states the accommodations that you are requesting to villageNC@neighborhoodcouncil.org.

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 dias de trabajo (72 horas) ANTES DEL EVENTO. SI NECESITA AYUDA CON ESTA AGENDA, POR FAVOR LLAME A NUESTRA OFICINA AL (213) 555-5555.

[Please note that the above example asks for the person seeking an accommodation to contact the Neighborhood Council 72 hours in advance of the meeting. You may be required to insert a different period of time. All efforts should be made to address any request that is received by the Neighborhood Council, even if the request is not made during the time period that you requested. In the example above, if the agenda was posted one week in advance of the meeting, then asking that the person make the request 72 hours before the meeting is a reasonable request. However, if the agenda was posted 72 hours before the meeting, it is unreasonable to request that the request also be made 72 hours in advance.]

1. Call to Order and Board of Directors Roll Call.

2. Review and possible approval of minutes from prior meeting held on March 15, 2003.

3. Discussion of and possible adoption of Village Neighborhood Council position regarding the LADOT proposed options to expand the 101 Freeway, and decision to forward the VNC position to the all interested governmental agencies, including the Planning Commission, Los Angeles City Council, and LADOT.

4. Committee Reports – consideration by the Board of the reports and recommendations from its committees, including possible action in adopting, rejecting, or modifying any report or recommendation, possible action by the Board implementing the report or recommendation, or possible determination by the Board of the Neighborhood Council's position on a report or recommendation, and recommendation regarding communication of the position to the appropriate governmental body:

   A. Outreach Committee: Presentation on a proposed outreach strategy improving stakeholder involvement in the Neighborhood Council that includes presentations, holding block parties, conducting forums for considering neighborhood issues, creating newsletters and surveys, and conducting door-to-door outreach. Discussion and possible action by the Board on the proposed strategy.

   B. Bylaw Committee: Presentation on a proposed bylaw amendment to Article 6, Section 2 to change the provision from "… _____ …" to " … _____ …" where this amendment will _____ [*briefly explain the reason for the change or how this change will assist the NC with its operations*]. Discussion and possible Board action amending the bylaws.

   C. Financial Committee: Report on the expenditures and current balance of the VNC budget.

   D. Legislative/Governmental Issues Committee: No report this meeting.

   E. Public Safety Committee: Report on status of Public Safety Forum.

   F. Housing, Land Use and Planning Committee: Report and recommendation by the committee regarding the request for a conditional use permit from the City Planning Department sought by Company XYZ for the property located at 111 E. Elm Street, that will allow _____ [*briefly explain what is requested*]. Committee recommends that the Neighborhood Council support the Company's request for a conditional use permit.

   G. Grievance Committee: Report and recommendation by the committee regarding the complaint filed by Mr. John Doe against the Neighborhood Council for a Brown Act violation occurring during the April 16, 2003, meeting, for taking an improper action on a matter that was not agendized for Board action or consideration. Committee recommends that the Neighborhood Council re-schedule the item for action at the next regular meeting and state the proposed action on that meeting's agenda.

5. Public Comments – Comments from the public on non-agenda items within the Board's subject matter jurisdiction. [*You may wish to insert and repeat a sentence here that states any limits the Neighborhood Council adopted on speaker time limits.]*

6. Board Business - Comments from the Board on subject matters within the Board's jurisdiction
   A. Comment on Board Member's own activities/ Brief announcements.
   B. Brief response to statements made or questions posed by persons exercising their general public comment rights.

C. Introduce new issues for consideration by the Board at its next meeting/request that the item be placed on the next meeting's agenda.

D. Ask Committee Chairpersons to research issues and report back to the Board at a future time.

7. Future Agenda Items and other Calendar Events:

- May 11, 2004 @ 6:30 PM—Next general meeting.

8. Adjournment

PROCESS FOR RECONSIDERATION: [*Meeting attendees should be made aware of the process in your bylaws, which a vote by the Board can be reconsidered. The following is an example of language that you may use to describe the reconsideration process, however, you must ensure that, if you use this example, it is consistent with your bylaws*:]

The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

1. The Board's approval of a Motion for Reconsideration must occur within the following specific periods of time: The Motion for Reconsideration must be approved either:

(a) during the same meeting where the Board initially acted; or

(b) during the Board's next regularly scheduled meeting that followed the meeting where the action subject to reconsideration occurred.

These specified time frames do not prevent the Neighborhood Council from convening any special meetings within the specified time frames to address a Motion for Reconsideration.

2. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board [*OR INSERT HOW the Board takes official action, e.g., a majority of the Board Members present...*] After determining in the affirmative that an action should be reconsidered, the Board then has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.

3. The Motion for Reconsideration shall only be proposed by a member of the Board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member"). The Moving Board Member may make the Motion for Reconsideration by either:

(a) an oral motion that is made during the same meeting where the action that is the subject of reconsideration occurred, or

(b) by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.

4. If the Motion for Reconsideration is made subsequent to the meeting where the action that is the subject of reconsideration occurred, then the Motion for Reconsideration must be on that subsequent meeting's agenda. The Moving Board Member places a Motion for Reconsideration on the agenda by submitting a memorandum to the ... [*whoever creates the agenda ...e.g., Secretary...*] at least ... [*Specify a Time line, e.g., two days in advance of the deadline for posting notices for the meeting....*] The Moving Board Member's memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the *[...Secretary...]* with the language necessary to complete the information that must be stated in the agenda. The language that must be stated in the agenda is an adequate description of the:

(a) Motion for Reconsideration and its description of the item that is to be re-heard; and

(b) A proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.

5. When the Motion for Reconsideration is brought before the board for consideration, then that motion may be seconded during the public hearing by any member of the Board.

6. This reconsideration process shall be conducted at all times in accordance with the Brown Act, including that: any discussion on the issue remain within permissible discussion parameters; that any decision is made during the public hearing; and that, if the Motion for Reconsideration is considered at a subsequent meeting to the meeting where the act that is the subject of reconsideration occurred, then the Motion for Reconsideration is properly listed on that meeting's agenda.

PROCESS FOR FILING A GRIEVANCE: *[Meeting attendees should be made aware of the process in your bylaws to file a grievance against the neighborhood council and notified of the ability to file a complaint with the Department of Neighborhood Empowerment.* The following is an example that may be used as long as it is consistent with your bylaws]

Any member of the public may file a grievance by submitting a writing containing the nature of the person's complaint to the Secretary of the Neighborhood Council. The written grievance will then be referred to a grievance committee comprised of five (5) Stakeholders who are randomly selected by the Secretary from a list of Stakeholders who have previously expressed an interest in serving from time-to-time on such a grievance committee. Within fifteen (15) days of referral, the Secretary will coordinate a time and a place for the committee to conduct its public meeting with the person(s) submitting a grievance and to discuss ways in which the dispute may be resolved. The grievance committee will prepare a report and recommendation to the Board to be heard within fifteen (15) days from the date of the grievance committee's meeting. The Board may receive a copy of the panel's report and recommendations prior to the meeting by the Board, but the matter shall not be discussed among the Board members until the matter is heard at a meeting of the Board pursuant to the Brown Act.

This formal grievance process is not intended to apply to persons who disagree with a position or action taken by the Board at one of its meetings. Those grievances can be aired at Board meetings. This grievance process is intended to address matters involving procedural disputes, *e.g.*, the Board's failure to comply with Board Rules or these Bylaws, or its failure to comply with the City's Charter, the Plan, local ordinances, and/or State and federal law.

In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to DONE for consideration or dispute resolution in accordance with the Plan.

THE BROWN ACT AND NEIGHBORHOOD COUNCILS

What is the Ralph M. Brown Act?

The Brown Act is a California state law governing open meetings for local governmental bodies. The Brown Act (also "Act") is contained in the Government Code at § 54950 *et seq.,* and establishes rules designed to ensure that actions and deliberations of commissions, boards, councils and other public bodies of local agencies are taken openly and with public access and input.

Why are Neighborhood Councils subject to the Brown Act?

The Brown Act governs the meetings of all local "legislative bodies," that is, all multi-member councils, boards, commissions, committees and the like, of a local governmental agency. Bodies created by charter, ordinance, or the formal action of another legislative body are covered by the Act. Neighborhood Councils are covered by the Brown Act because the City Charter created the system of Neighborhood Councils, which required the approval of a plan to implement the system, and an ordinance to implement that plan. The ordinance provides for the City to certify and otherwise recognize Neighborhood Council as an official component of the City. This combination of features, *i.e.,* the Charter-created system and adoption of the plan and ordinance, satisfies the "creation by charter, ordinance or formal action" test of the Act. Thus, meetings of Neighborhood Councils are covered by the Act.

What constitutes a meeting of a Neighborhood Council?

A meeting of your Neighborhood Council will occur when a majority of the members of your board, or whatever term your bylaws use to define its "governing body," meets at the same time and place to *hear, discuss, or deliberate* upon any matter under the subject matter jurisdiction of your Neighborhood Council. The jurisdiction of your Neighborhood Council will be broad since Neighborhood Councils are advisory bodies to *all* of the City decision-makers. Some Neighborhood Councils may have defined particular areas of importance to them in their bylaws, so those areas will also provide guidance as to the Neighborhood Council's jurisdiction.

Many Neighborhood Councils' bylaws state that decisions of their governing body are made by a majority of the total number of board members. Others state that decisions are made by a majority of the number of board members *present* at the meeting. Still others state that decisions are made by action of a majority of the board's *quorum.* If your bylaws provide that some number *less* than a simple majority of the board can make a decision on behalf of the Neighborhood Council,

the gathering of that group of people is an official meeting under the Act.[1] The least number of persons under your bylaws who can take an official action for your Neighborhood Council is the number to be aware of for purposes of complying with the Act. Meetings subject to the Act may lawfully be held only if the notice and agenda requirements discussed in this paper are followed.[2]

One might think that the Brown Act applies only when a board is making decisions at a public meeting. In fact, the Act also applies when a majority of your Neighborhood Council board meets to simply *discuss*, *deliberate* or *acquire* information about a matter within your Neighborhood Council's subject matter jurisdiction.

A meeting may also include a conference or retreat attended by a majority of Neighborhood Council board members. If a conference (or similar gathering) is open to the public, involves issues of general interest to the public or to a number of public agencies, it is not a meeting subject to the Act. Thus, Neighborhood Council board members are free to attend so long as the majority of board members do not discuss among themselves, other than as part of the scheduled program, specific issues within the Neighborhood Council's jurisdiction. However, Neighborhood Council retreats are subject to the Act because, by definition, they do not involve a number of different public agencies but rather, would likely involve issues relating solely to the Neighborhood Council. Thus, the public must be allowed to attend, and the retreat would be subject to the Act's notice requirements, as described below.

If your Neighborhood Council decides to hold a lunch or dinner meeting, where Neighborhood Council matters will be discussed, the lunch or dinner meeting must be noticed as a meeting of the Neighborhood Council, and the public must be allowed to attend, without having to pay for the lunch or dinner although they need not receive the meal.

Committee meetings. Neighborhood Council committee meetings may also be subject to the Act's notice and agenda requirements. Standing committees, which are committees having a continuing jurisdiction over a particular subject matter, are subject to the Act, even if the committee comprises less than a majority of board members or includes or is comprised of only stakeholders from your Neighborhood Council. If your bylaws have created several standing committees, these will be subject to the Act's provisions.

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[1] Accordingly, whenever this paper uses the term "majority" to define a meeting, we include the term "quorum" as well.

[2] Less than a majority of board members may meet together or over the phone or by e-mail to discuss a subject within the jurisdiction of the Neighborhood Council without having to comply with the Act.

In addition, interim boards acting on behalf of the Neighborhood Council after certification but prior to the initial election or selection of the board are subject to the Act. [3]

Ad hoc or temporary committees created by the board from among its members and numbering less than a majority are normally not subject to the Act's posting and notice requirement. Generally, a temporary committee is designed to address a specific issue for a limited time and report back to the full board. As long as the committee is made up of *only* less than a majority of your Neighborhood Council board members and the committee is of a temporary nature, the committee will not be required to notice and post its meetings. However, if you include *any* non-board member on a temporary committee, the meetings must be noticed and posted. Unlike the Neighborhood Council's governing board, standing committees and temporary committees that are subject to the provisions of the Act, do not need to establish a regular time and place for their meetings.

In addition, there are Brown Act concerns involving informal gatherings, serial meetings and Neighborhood Council special elections, initiatives or referenda, see discussion below.

Informal gatherings. Since Neighborhood Council board members are also stakeholders within the community, it is likely that they will have occasion to gather informally at picnics, block parties, fund-raisers, and a variety of other community events. Not every gathering of a majority of Neighborhood Council board members will necessarily constitute a meeting under the Act. Informal social gatherings of board members are not meetings and Neighborhood Council board members do not need to comply with the provisions of the Act. However, even at these purely social occasions, a majority of the board may not gather together to discuss matters within the Neighborhood Council's jurisdiction and must guard against discussing matters that are likely to come before your Neighborhood Council.

Serial meetings. The Act also prevents, what courts have called, "serial meetings," conducted by a majority of your board members to develop a consensus on a matter coming before your Neighborhood Council. This prohibition exists because the Act's main goal is to ensure that the public's business is in fact conducted *in public*. A serial meeting is a series of separate communications that ultimately involves a majority of a legislative body. The Act prohibits this type of communication if it contributes to the development of an agreement among the majority on any particular item.

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[3] Many Neighborhood Councils did not create an interim board, but allowed the people who are listed on the original certification as "contact people" to be the liaisons with the Department, until a board is elected or officially selected. The gathering of those individuals would not constitute a meeting of a legislative body unless they engage in making decisions on behalf of their Neighborhood Council.

For example, assume you have an 11-person board, your board's quorum is 6 people and your board takes action by a majority of the entire board, a chain of communications between six of those members could result in a serial meeting in violation of the Act. This can occur either if one person contacts the other five members or if, for example, member A contacts member B who contacts member C, *etc.*, until six or more of the board members have discussed and agreed to the action they want to take on a particular item. These types of communications are prohibited under the Act.

The Act also prohibits board members from communicating via e-mail and through other technological devices to assist a majority of the board in arriving at any decision. Therefore, as noted earlier, you must always be aware of the least number of board members under your bylaws who can take official action on behalf of your Neighborhood Council and be particularly cautious of communicating by telephone, fax, or e-mails with a majority of your members on matters of substance coming before your Neighborhood Council. However, communications between board members and an executive officer, such as a Secretary, to discuss times or dates for a future meeting, and placement of matters on the agenda, and the availability of board members to assess whether an upcoming meeting will have a quorum, may occur without violating the Act. Similarly, merely sending or receiving a written communication to or by a majority of the board members (including an e-mail), does not result in a serial meeting in violation of the Act if the communication becomes a public record and there is no *exchange* of these communications among board members on a substantive issue coming before your Neighborhood Council. A majority of board members should also refrain from circulating motions, proposals and similar documents among themselves for review and signature other than at a noticed public meeting.

In addition, a serial meeting may occur through the use of an intermediary. Thus, you cannot use any person to poll a majority of the Neighborhood Council board members to gain a consensus on an item coming before the council, ask a third party to communicate among the board to obtain a consensus, or use intermediaries to accomplish the actions that you are directly prohibited from undertaking. [4]

[4] The Act does allow City staff members to engage in "separate conversations or communications outside of a meeting with members of a legislative body in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the local agency, if that staff member does not communicate to members of the legislative body the comments or position of any other member or members of the legislative body." Section 54952.2 (b) (2), as amended 2008.

Special Elections, Initiatives, Referenda, Officer Elections. Some Neighborhood Councils hold special elections on an "election day" to fill vacancies, or conduct elections for initiatives or referenda where a Neighborhood Council when stakeholders, including board members, cast votes for the matter before them. These types of elections which envision using a ballot to cast votes anonymously, *i.e.*, "secret ballots", would not constitute a "meeting" under the Act as long as no other Neighborhood Council business is conducted. However, if any type of Neighborhood Council business is to be conducted at the venue for the special election, the entire election would be subject to the Act, unless there is a clear and absolute demarcation between the election and the business meeting. Otherwise, traditional secret balloting is not allowed since the Brown Act prohibits voting by secret ballot and all voting would have to occur openly where the person's voting choices are readily ascertainable.

Some Neighborhood Councils provide for their *officers* to be elected by the Neighborhood Council board members, rather than by a general vote of the stakeholders. This election does not occur at an election day, but instead at a public meeting, which must be held in compliance with the Act. At that meeting where the officers are to be elected, an item should appear on the agenda for the election of officers and the election may *not* be conducted by secret ballot. The votes must be recorded openly, either by voice, hand vote or by a written ballot that can be identified to the voter and the results must be publicly tallied. [5]

What type of rules will govern the conduct of Neighborhood Council meetings under the Act?

Regular meetings. The Act requires that Neighborhood Councils hold their meetings at a regular time and place. The Plan for a Citywide System of Neighborhood Councils ("Plan") provides that every Neighborhood Council must meet at least quarterly. Your council may, of course, choose to meet more often than the minimum time set forth in the Plan. Your council should already have included the minimum meeting requirement in your bylaws and you must establish, either in your bylaws, or subsequently adopted Rules of Order, a rule establishing the time and place of your board's regular meetings.

Open meetings. The Brown Act specifically requires that your meetings must be open to the public. [6] This means open not only to your Neighborhood Council stakeholders, but to any member of the public. Your Neighborhood Council may not charge a fee for admittance, nor can you require members to sign in or identify

[5] The Attorney General has opined that "members of a [legislative] body may cast their ballots either orally or in writing so long as the written ballots are marked and tallied in open session in a way that identifies the voter and how s/he voted and the ballots are disclosable public records. See, 59 Ops Atty. Gen 619 (1976).

[6] The Plan requires that Neighborhood Council operate in compliance with the Act.

themselves as a condition of attending a meeting. [7] Use of speaker cards to organize the order of people who wish to speak is allowed without violating the prohibition of requiring people to register to attend a meeting. However, a Neighborhood Council may not prohibit a member of the public from speaking if s/he refused to fill out a speaker card. Discussion and deliberation of agenda items by your council's board must be done openly - no secret ballots or secret deliberations are allowed. Again, the purpose of these requirements is to allow members of the public to hear and observe the proceedings. Finally, meetings may not be held in facilities that are inaccessible to disabled persons or in facilities that prohibit the admittance of any persons on the basis of race, religious creed, color, national origin, ancestry or sex.

Location of meetings. The Brown Act provides that regular and special meetings must be held within the boundaries of the territory over which the legislative body has jurisdiction. This means that your Neighborhood Council meetings must be conducted within the City of Los Angeles and must be held within the boundaries of your Neighborhood Council area. However, there are provisions allowing for the occasional "field trip" outside your boundaries and other limited exceptions. The Act also allows Neighborhood Council meetings to be held by teleconference. A teleconference is a meeting where your council members are not all at the same location and are connected by electronic means, through either audio or video or both. During a teleconferenced meeting, board members may discuss and vote on agenda items. However, the Act has strict requirements governing how teleconferenced meetings may occur:

► Agendas must be posted at *all* teleconferencing locations, all of which must be listed on the agenda;

► Members of the public must be allowed to attend any of the teleconferencing locations and to address the Neighborhood Council board directly at any of the locations;

► At least a quorum of the Neighborhood Council board shall participate from teleconferencing locations within the Neighborhood Council area;

► The Neighborhood Council must comply with all other provisions of the Brown Act.

[7] For voting or membership identification purposes, although we recommend against any process that discourages stakeholder participation, it is appropriate for your group to create a registration form to identify your stakeholders as members of the Neighborhood Council, if you choose. However, if a registration form is posted or circulated at a meeting, *it must clearly state that completion of the document is voluntary and not a precondition for attendance.*

Notice and agenda requirements.

Regular meetings. The agenda for a regular meeting must set forth the time and place of your meeting and must be posted *at least* 72 hours before the meeting.[8] The agenda must list all items that will be discussed or acted upon by your Neighborhood Council. That listing should be described in an informative way so that board members and the public understand the general nature of the agenda item and can make an informed decision whether to attend the meeting or not. The Brown Act provides that this description need not exceed 20 words, but you are certainly free to use more words if necessary. The goal of the description is to provide a reasonably clear understanding of what is to be considered by the board at its meeting.

You may include general categories on your Neighborhood Council agendas, such as "General Announcements" or "Correspondence" or "Committee Reports." However, if a committee of your Neighborhood Council plans on making a particular recommendation to the board, that report should be listed specifically with a reference to the committee's recommendation. The same would be true if your Neighborhood Council is making a recommendation about a particular project or issue that it wants to formally communicate to the City decision-makers. Those matters should be separately listed on the agenda with enough information to identify the project, such as the address, type of project, *etc.* Neighborhood Councils are limited to acting on (as well as discussing) only those matters which have been listed on the agenda, with limited exceptions which are described below.

Special meetings. The agenda for a special meeting (and the call and notice for it) must be posted, stating the time and place of the meeting, *at least 24 hours* prior to the special meeting and provided to each local newspaper, radio, or television stations that has requested in writing to be provided with these notices. Only matters that are on the agenda for that meeting may be discussed at that meeting. Your bylaws should specify whether your Neighborhood Council may hold special meetings. The Brown Act provides that special meetings may be called by the presiding officer of your Neighborhood Council or by a majority of the board members by delivering written notice to each board member of the council.

Emergency meetings. The Act allows emergency meetings to be called under specified circumstances without having to comply with either the 24-hour notice, one-hour notice, or posting requirements.[9] *However, Neighborhood councils will*

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[8] The 72 hours *may* be calculated to include Saturdays and Sundays but the location you choose must be accessible during these weekend hours so that the agenda may be viewed.

[9] Those circumstances include a dire emergency or crippling disaster justifying a legislative body to take action to protect the health and safety of the community and are designed to apply to bodies of the City such as the City Council to take immediate action to avoid "the disruption of public facilities."

never have the need to call an emergency meeting within the definition of the Act and should not invoke this section.

Exceptions to the agenda requirement. The general rule is that a matter may not be discussed or decided unless it is listed on the agenda. *This is very important,* but there are exceptions to this broad rule:

a) *Board Member Comments*

► board members may make very limited comments and *briefly* respond to statements made or questions posed by persons exercising their general public comment rights (*no action may be taken on matters brought up during general public comment*); board members may make a *brief* announcement or a *brief* report on his or her own activities; and board members may take action to direct their secretary (or whoever is in charge of placing items on the agenda) to place a specific matter on the agenda for a future meeting; *Note: It is preferable, if your Neighborhood Council wants to take board member comments, to have an item on your agenda called "Board Member Comments" as part of the agenda, even though the specific discussion under these parameters will not be known in advance of the meeting.*

b) *Continuances*

► if an item was posted pursuant to the Act for a prior meeting of the Neighborhood Council occurring not more than five calendar days prior to the date action is taken on the item and the prior action had been continued to the meeting at which action is being taken, your Neighborhood Council may act on the matter even if it is not on the agenda. *Note: This situation is not likely to occur unless your council plans to hold weekly meetings*;

c) *Immediate Action*

► board members may take immediate action on an item if, by two-thirds votes of the Neighborhood Council board, there is a need to act immediately, the Neighborhood Council's consideration of the matter cannot await the next meeting of the council and that the need for immediate action arose after the posting of the agenda. *This should only occur in very rare occasions, and you should consult with the Department of Neighborhood Empowerment or the City Attorney's Neighborhood Council Advice Division before relying on this exception. (Note: If an item does come up after the posting of the 72-hour agenda, but before the meeting, you should consider whether you have time to notice a 24-hour special meeting that could follow your regular meeting and allow discussion only of that item.)*

What rights do members of the public have at Neighborhood Council meetings?

Except when closed sessions are permitted (see below), all Neighborhood Council meetings must be held in public. Members of the public, not just the stakeholders in your particular Neighborhood Council, are allowed to attend and participate by speaking about specific items on the agenda. Indeed, *before* your board takes action on any particular item on the agenda, members of the public have a right to testify or otherwise address the Neighborhood Council board members about each item.

Your agendas should also provide for an item designated "Public Comment" because the Act allows members of the public to comment on any item within the subject matter jurisdiction of your Neighborhood Council even if the matter is not specifically listed on the agenda. It is up to your Neighborhood Council where you want to put this item on the agenda. Some agencies put general public comment at the front of the agenda, while some place it at the end. It does not matter where you put it as long as you provide for that opportunity at every regular meeting. (Special meetings do not require a *general* public comment item; however, the public must still be provided an opportunity to speak on the agendized items for the special meeting.) Your Neighborhood Council is allowed to adopt reasonable rules to govern the length of time for public comment on agenda and non-agenda items.

Members of the public also have a right to criticize the policies or practices of your Neighborhood Council during public comment and have a right to videotape and audiotape the proceedings. The Act does allow your Neighborhood Council to control disruptions and ask disruptive members to leave the meeting room. *However, this power must be exercised with caution and the City Attorney should be consulted to discuss how and when this provision of the Act may be invoked. At no time should you engage in physical confrontations or force or attempt to physically remove a disruptive person.*

Members of the public also have a right to see materials that are distributed to your Neighborhood Council at its meetings. The Act provides that materials distributed during a public meeting be made available for public inspection *at the meeting* if prepared by the local agency or member of the legislative body. This means that if your Neighborhood Council or, if applicable, staff at the Department of Neighborhood Empowerment, prepare materials for distribution at your meetings, copies must be made available for the public. Otherwise, if materials are distributed by other individuals, such as other stakeholders or members of the public, these must be retained and be made available after the meeting. Writings that are public records, related to a matter on your agenda, and are distributed less than 72 hours to a majority of your board must be made available for public inspection at the time of their distribution and your agenda should state where (address/location) such materials may be viewed.

Members of the public have a right to monitor meetings and discern individual board members' votes. Neighborhood Council boards and committees must publicly report any action taken at a meeting and publicly record the vote or abstention on each action taken by each member present for the action at a meeting. Government Code Section 54953(c)(2) This should be done orally at the time the action is taken as well as be recorded in the minutes.

This new requirement may be addressed when a roll-call vote is taken at a meeting and recorded in the minutes. It may also be addressed by reflecting orally that the vote was unanimous; or by stating the names of each individual who dissented or abstained so that there is a clear record of how the entire body voted. This information should also be included in the minutes of the meeting.

Are there any circumstances when a Neighborhood Council can hold a meeting that is closed to the public?

The Act provides for specific and limited circumstances under which a closed session may be held by a legislative body. The only circumstance, *if at all*, that would apply to a Neighborhood Council would be to discuss pending litigation.[10] Depending upon the circumstance, a Neighborhood Council *might* be allowed to meet in closed session with the Office of the City Attorney to discuss pending litigation to which the Neighborhood Council is or may be a party when litigation has been formally initiated or when there is significant exposure or threat of litigation.

What you cannot do is use a closed session to discuss items because you might be uncomfortable discussing the item in public or because you want to confer with legal counsel for non-litigation purposes. As such, the need for a closed session is unlikely to arise for a Neighborhood Council.

May a majority of Neighborhood Council board members attend other Neighborhood Council meetings or other public meetings without having to notice that attendance as a meeting?

A majority of Neighborhood Council board members may attend meetings held by a person or organization as long as the board members do not discuss among themselves Neighborhood Council business. Similarly, a majority of a council's board may attend a meeting of another public body, including another Neighborhood Council meeting, City commission or City Council meeting without

[10] The personnel exception in the Act which allows a body to discuss the "appointment, employment, evaluation of performance, discipline or dismissal of a public employee does not apply to Neighborhood Councils because the term "public employee" in the City of Los Angeles context would mean a City employee. Neighborhood Councils have no authority over personnel matters of City employees. The other exceptions listed in the Act are not applicable to Neighborhood Councils.

having to notice their attendance as a meeting, again, as long as the board members do not discuss among themselves Neighborhood Council business.

However, if a Neighborhood Council and another body or agency wishes to conduct a *joint meeting*, both the Neighborhood Council board and the other body or agency with which it wants to meet, will need to notice the meeting as a joint meeting of the two bodies.

A majority of Neighborhood Council board members may attend meetings of its own committees without having to comply with the notice requirements for the board, as long as the board members attend *only* as observers. For example, if a majority of the board wanted to attend one of its standing committee's meetings, it may do so without having to comply with the Act. However, if any of the board members wish to participate by addressing the committee members, then the meeting would have to be noticed as both a meeting of the committee and the Neighborhood Council.

What can happen if a Neighborhood Council board member violates the Brown Act?

Criminal penalty. Violations of the Act can carry misdemeanor penalties for certain actions if a member of a Neighborhood Council board merely attends a meeting where action is taken in violation of the Act. However, a showing must be made that the member *intended* to deprive the public of information to which the member knows (or has reason to know) the public is entitled.

Civil remedy. Violations of the Act may also result in a civil lawsuit being filed to seek judicial (injunctive or writ) relief to prevent or correct violations. Under certain circumstances, the court can declare a decision made in violation of the Act void. Before filing a civil action, a complaining party would have to first demand that your Neighborhood Council correct the violation. That demand must be made in writing within 90 days after the alleged violation occurs. In cases involving an alleged violation of the rules governing agendas, the written demand must be made within 30 days after the occurrence.

Interested in learning more about the Brown Act?

For more information about the Brown Act, the Attorney General has an excellent pamphlet that discusses the Act, which can be accessed over the Internet at: **http://caag.state.ca.us**, by clicking into "Publications" and then scrolling down to: "Brown Act, Pamphlet 2003." With Adobe Acrobat Reader, it can be read on screen or printed. To request a copy by mail, simply call the Attorney General's Public Inquiry Unit at: (800) 952-5225.

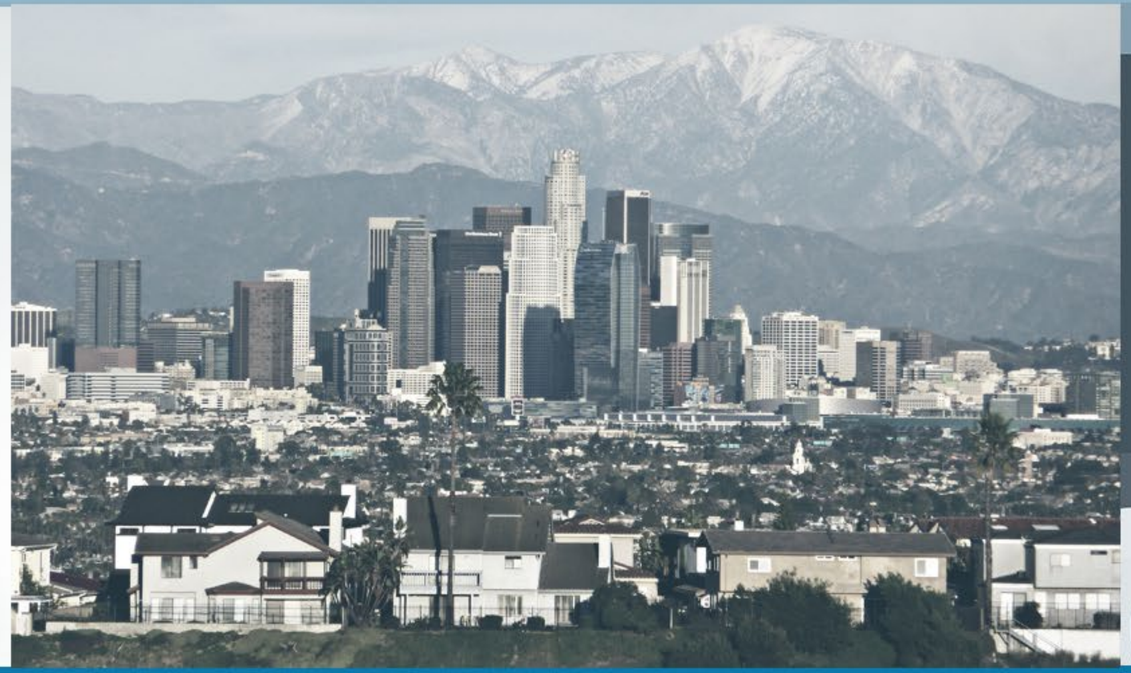
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COORDINATING FILMING IN

LOS ANGELES







WHO IS Film L.A. Inc. ?



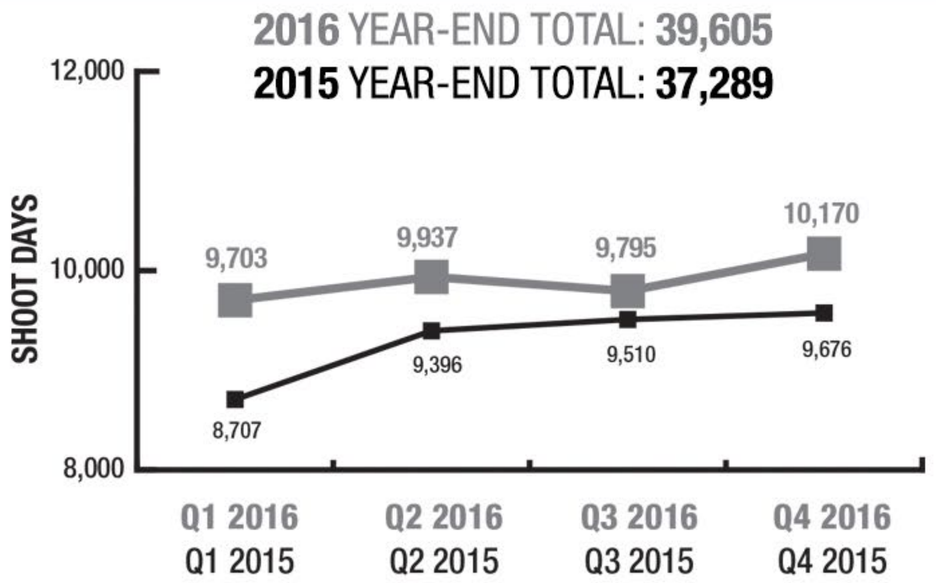


FilmL.A. is a private, not-for-profit community benefit organization and the official film office of the City and County of Los Angeles, among an ever-increasing roster of local municipalities. Providing streamlined permit processing, comprehensive community relations, marketing services, film policy analysis and more to these jurisdictions, FilmL.A. works to attract and retain film production in Greater Los Angeles.

LOS ANGELES PRODUCTION SUMMARY

Highest production values. Top series longevity. **320** sunshine-filled days a year.





KEY FACTS

Film and TV industry employs 120,000 workers in L.A. County.

The film industry paid $13 billion in wages to L.A. County residents in 2015.

Film L.A. Inc.

WHO'S AT THE TABLE?



Film L.A. Inc.

- Community relations
- Production planning
- Production administration
- Production coordination

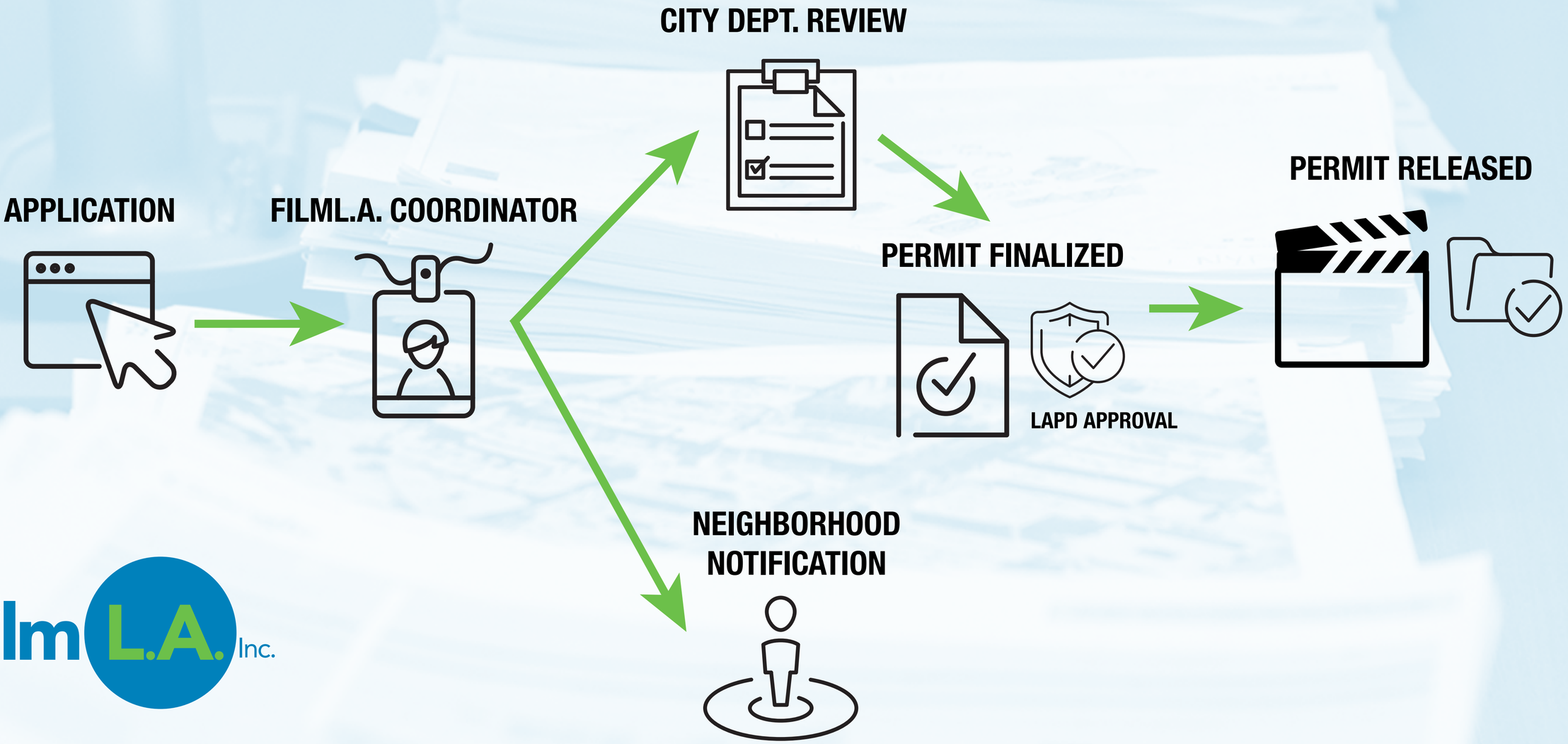
LAW ENFORCEMENT

- LAPD Film Unit
- Sheriffs
- Highway Patrol

GOVERNMENT AGENCIES

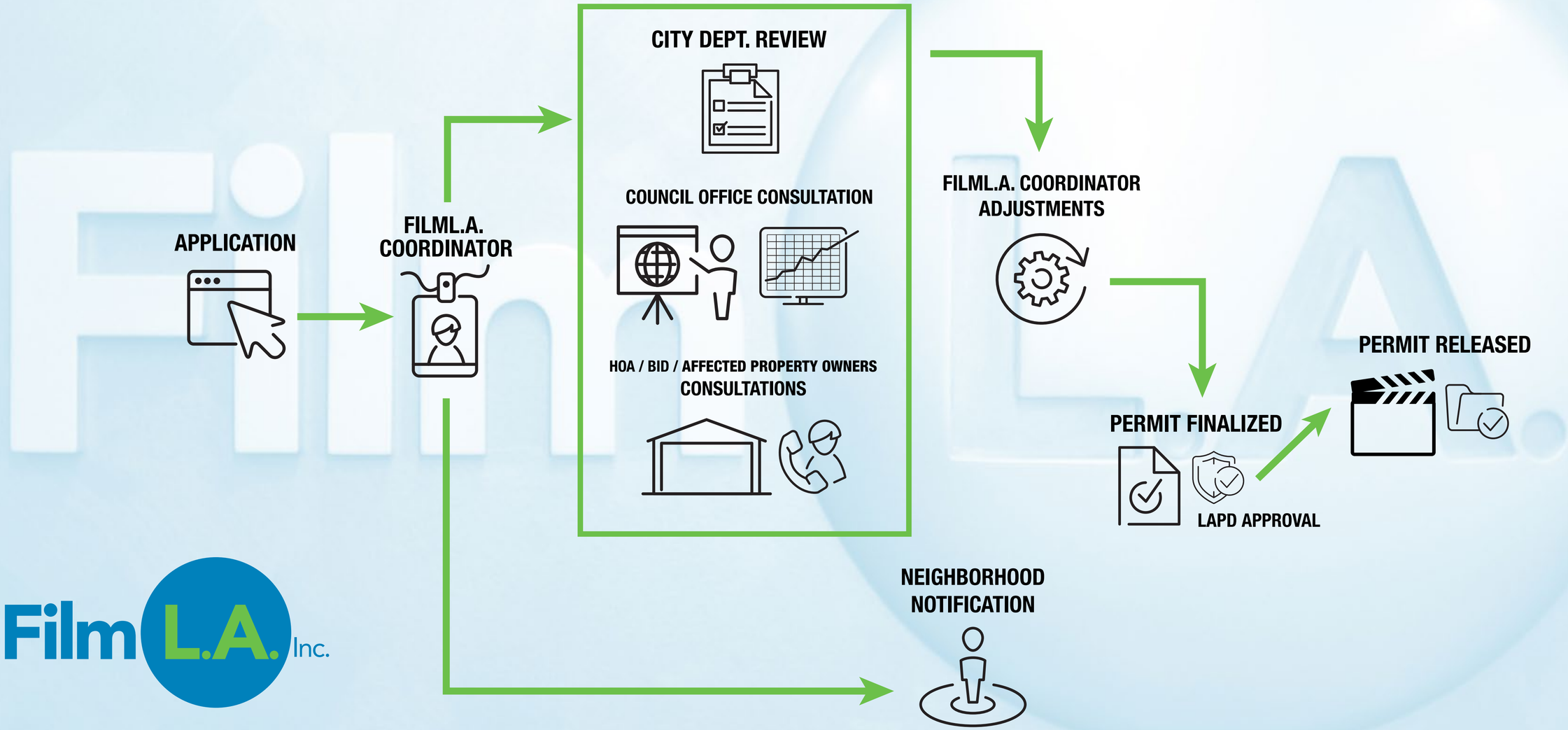
- Public Works Dept.
- Council / Supervisor office
- City / County departments

THE PERMIT PROCESS - SIMPLE



Film L.A. Inc.

THE PERMIT PROCESS - COMPLEX



Film L.A. Inc.

QUESTIONS AND ANSWERS

Film L.A. Inc.

IMPORTANT NUMBERS:

Film L.A. Inc.

MAIN: (213) 977-8600
AVAILABLE 24 HRS. / 7 DAYS A WEEK

COMMUNITY SURVEY:

Visit **www.filmla.com/survey** or scan this QR code with your smartphone.

FOLLOW US!

FilmLA
@FilmLA
filmlainc

MVCC COMMUNITY USE AGREEMENT
WINDWARD SCHOOL

Windward School ("School") and_____, Inc. ("Permittee") (collectively "Parties") enter into this Facilities Use Agreement ("Agreement") on _____ 2017, for the Permittee's use of the School's _____ located at 11350 Palms Boulevard, Los Angeles, California ("Premises") under the terms and conditions of this Agreement.

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3. Hold Harmless/Indemnification. All activity conducted on the Premises by Permittee shall be at the risk of Permittee exclusively and Permittee shall indemnify, defend, and hold the School, its officers, agents, employees, volunteers, and students, harmless against any and all losses, damages, injuries, liability, claims, demands and causes of action ("Claims") arising out of or in any way related to the Event or Permittee's use of the Premises, including premises liability or any charges related to the Event, including but not limited to security or police services and permit requirements, except for Claims resulting from the School's sole negligence or willful misconduct. It is the intent of the parties that Permittee shall hold the School harmless, defend, and indemnify it from any and all claims to the greatest extent permitted by law.

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Ayn Faubert
Business Manager
Windward School
11350 Palms Boulevard
Los Angeles, CA 90066

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IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives, on the date and year first written above.

PERMITTEE	**WINDWARD SCHOOL**
Signed: _____	Signed: _____
Name: _____	Name: _____
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Mar Vista Community Council

Bike Mar Vista!

Windward School Boardroom 1030, Building C (by baseball diamond)
11350 Palms Blvd, Los Angeles, CA 90066
Click here for campus map and room location and parking here
Thursday March 2, 2017 6:00-7:00pm
AGENDA

1. Introductions - WELCOME!

2. Public Comment / Announcements

3. Review and Approval of Meeting Minutes

4. **City of Los Angeles Vision Zero Action Plan Discussion** (Jessie Holzer, CD 11 Mobility Director, Streetsblog LA – Damien Newton or Joe Linton, and possibly a representative from LACBC)
    a. http://la.streetsblog.org/2017/02/08/vision-zero-program-struggles-to-change-l-a-city-priorities/
    b. http://www.la-bike.org/los_angeles_vision_zero_action_plan_statement

5. **Bike Mar Vista projects and developments (information only)**
    a. Representatives from CicLAvia attend and presented at the MVCC Board of Directors meeting Feb. 14 (www.cicLAvia.org).
    b. Mar Vista Farmers' Market in partnership with Bike Mar Vista bought and is setting up two (2) bike valet parking stands during market hours to increase bike parking. Bring your own lock!
        i. The Market is also willing to hire a bike mechanic to do simple repairs on site and offer bike valet services.
    c. Bike Mar Vista events and outreach at the Farmers' Market:
        i. Kids Bike Swap sell or donate event: March 5, 10:30am - 1:00pm.
        ii. Bikerowave – "Get Ready for CicLAvia" bike tune-up event: March 11.
        iii. Outreach and repair stands: Jan. 29, Feb. 12, Feb. 26, Mar. 12 and Mar. 19.
    d. Outreach to local bike store managers and shops (*email and packets dropped off*).

6. **Bike Mar Vista ideas looking for volunteers and development (in the works)**
    a. Outreach at the MVCC Tent day of CicLAvia March 26.
        i. Any volunteers willing to work a 1 or 2-hour shift?
    b. Bike Show at the MV Farmers' Market.
    c. Women's Ride.
    d. Family Ride.
    e. Kids Cycling and Safety at Kids Place – pending bike donations…

7. **POSTPONED - ~~Mar Vista Eco Car Expo Sunday April 30th~~**

8. **New Business**
    a. **Possible policy motion of support and/or expressions of concern for the current draft of the Vision Zero Action Plan.**

9. **Old Business**
    a. MVCC approved at their Feb. 14th Board of Directors meeting the allocation of $500 to the Bicycle Committee for Safe Cycling Classes, materials and promotional materials.
        i. Mitch Rishe has been in contact with a local Cycling Savvy Instructor about offering a one-hour overview class to the community – proposed date and time is at our April Bike Mar Vista meeting.
        ii. LACBC also offers safe cycling classes - $200 plus materials. Colin Bogart is our contact.
        iii. Youth and kids cycling classes are offered by Safe Moves.
        iv. League of American Bicyclists created and sells Smart Cycling materials (www.bikeleague.org) which are used by City of L.A. and Santa Monica.

10. **Events, Meetings, Rides and Happenings**
    a. **626 Golden Roads** – 17 miles of car free streets in the San Gabriel Valley sponsored by Metro.
    b. **CicLAvia** – March 26, 2017 – Culver City to Venice Beach.
    c. **AIDS/LifeCycle 2017** – Will take place June 4 - June 10, 2017; Resolution Ride rescheduled to Feb 12.
    d. **Central CA Climate Ride –** LACBC Team June 9-13, 2017 (Ron "Ride Time" Howard – Team Captain).

11. Future agenda items
12. Public Comment
13. Adjournment



www.626goldenstreets.com

*** PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS –** The public is requested to fill out a "Speaker Card" to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

*** PUBLIC POSTING OF AGENDAS** - MVCC agendas are posted for public review at Mar Vista Recreation Center, 11430 Woodbine Street, Mar Vista, CA 90066 You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at https://www.lacity.org/subscriptions

* **THE AMERICAN WITH DISABILITIES ACT** - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting chair@marvista.org.

* **PUBLIC ACCESS OF RECORDS –** In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website, http://www.marvista.org, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, contact secretary@marvista.org.

*** RECONSIDERATION AND GRIEVANCE PROCESS -** For information on MVCC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the MVCC Bylaws. The Bylaws are available at our Board meetings and our website.

Resources and Topics for possible discussion

- **Promotion of Safe Cycling/Driving** (Respect is a Two Way Street)
  - Three Foot Law
  - Savvy Cyclist and League of American Cyclist
  - Distracted Driver Education
- **LA Vision Zero Alliance/Great Streets Bike Lanes**
- **LA City Planning Dept**
  - Bike Parking Code Amendment niall.huffman@lacity.org
  - Bike Parking Code Amendment Q&A
- **LADOT Bike Program** (www.bike.lacity.org)
  - LA City Bike Share program – Venice locations https://bikeshare.metro.net/
  - http://wikimapping.com/wikimap/Venice.html
- **Networking with the bicycle community**
  - Commuter/Electric Bike
  - Weekend Warrior/Bike Path Only
  - Fixie/Urban Cyclist
  - Mass Transit/Bike/Walk – No Car Lifestyle (bikesatwork.com)
  - Road Bike/Racing Community
  - Endurance/Charity Ride Community
  - DIY – Bamboo bike, Home Repair
  - I don't know how to ride a bike or am afraid to ride in LA – non rider
- **Local/City/State/National Cycling nonprofit Organizations**
    - http://www.shiftinggearscycling.com/ - Aids Lifecycle Training Group – No Drop/Strict Safety Oriented
    - http://www.grandmasterscycling.org/ - Cycling for the ~~rest~~ Best of your Life
    - http://www.lagrange.org/ – Club for serious cyclist and bike racers
    - Bikerowave and other local bike stores and shops
    - Biking in the South Bay (Seth Davidson)
    - LACBC – www.BikeLA.org
    - LADOT – Bike Program (http://bike.lacity.org)
      - https://www.facebook.com/LosAngelesBicycleAdvisoryCommittee/
    - Culver City Bicycle and Pedestrian Advisory committee –
      - Meets the third Thursday of odd months (January, March...) at 6:00 p.m. in the Patacchia Conference Room. The next regular BPAC meeting will be on January 19th at 6:00 p.m.
    - Coordinator, Eric Bruins, can be reached at (310) 253-5616 or eric.bruins@culvercity.org.
    - Metro Bike Share stations In Venice
      - https://bikeshare.metro.net/venice/
      - https://bikeshare.metro.net/
    - CicLAvia (Sunday, March 26, 2016) http://www.ciclavia.org/
    - People for Bikes http://www.peopleforbikes.org/
    - Streets Blog LA - http://la.streetsblog.org/

Mar Vista Community Council

Bike Mar Vista!

Bicycle Committee of Mar Vista Community Council

Windward School Boardroom 1030, Building C (by baseball diamond)

11350 Palms Blvd, Los Angeles, CA 90066

Click here for campus map and room location and parking here

Thursday March 2, 2017 6:00-7:00pm

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11. Future agenda items
12. Public Comment
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www.626goldenstreets.com

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    - Bikerowave and other local bike stores and shops
    - Biking in the South Bay (Seth Davidson)
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    - Coordinator, Eric Bruins, can be reached at (310) 253-5616 or eric.bruins@culvercity.org.
    - Metro Bike Share stations In Venice
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    - CicLAvia (Sunday, March 26, 2016) http://www.ciclavia.org/
    - People for Bikes http://www.peopleforbikes.org/
    - Streets Blog LA - http://la.streetsblog.org/
  - Local Bike Shops
    - Helen's Cycles
    - Bike Attack

        - Bike Effect
        - Wheel World
        - Performance Bicycles
        - LA Brakeless
        - Recyclist (used bikes only)
        - MDR Cycles
        - Manny's Low Rider Bicycles
        -
    - Local Repair Shops
        - Bikerowave (sells some used bikes)
        - Bike Whisperer (Lance)
        -

Mar Vista Community Council

Bike Mar Vista!

Bicycle Committee of Mar Vista Community Council

Windward School Boardroom 1030, Building C (by baseball diamond)

11350 Palms Blvd, Los Angeles, CA 90066

Click here for campus map and room location and parking here

Thursday March 2, 2017 6:00-7:00pm

AGENDA

1. Introductions - WELCOME!

2. Public Comment / Announcements

3. Review and Approval of Meeting Minutes

4. **City of Los Angeles Vision Zero Action Plan Discussion** (Jessie Holzer, CD 11 Mobility Director, Streetsblog LA – Damien Newton or Joe Linton, and possibly a representative from LACBC)
    a. http://la.streetsblog.org/2017/02/08/vision-zero-program-struggles-to-change-l-a-city-priorities/
    b. http://www.la-bike.org/los_angeles_vision_zero_action_plan_statement

5. **Bike Mar Vista projects and developments (information only)**
    a. Representatives from CicLAvia attend and presented at the MVCC Board of Directors meeting Feb. 14 (www.cicLAvia.org).
    b. Mar Vista Farmers' Market in partnership with Bike Mar Vista bought and is setting up two (2) bike valet parking stands during market hours to increase bike parking. Bring your own lock!
        i. The Market is also willing to hire a bike mechanic to do simple repairs on site and offer bike valet services.
    c. Bike Mar Vista events and outreach at the Farmers' Market:
        i. Kids Bike Swap sell or donate event: March 5, 10:30am - 1:00pm.
        ii. Bikerowave – "Get Ready for CicLAvia" bike tune-up event: March 11.
        iii. Outreach and repair stands: Jan. 29, Feb. 12, Feb. 26, Mar. 12 and Mar. 19.
    d. Outreach to local bike store managers and shops (*email and packets dropped off*).

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        - Bike Effect
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        - Performance Bicycles
        - LA Brakeless
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        - MDR Cycles
        - Manny's Low Rider Bicycles
        -
    - Local Repair Shops
        - Bikerowave (sells some used bikes)
        - Bike Whisperer (Lance)
        -

EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT
200 N. Spring Street, 20th FL, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1
E-mail: NCSupport@lacity.org ***www.EmpowerLA.org***

Bylaw Amendment Application

The bylaws of a Neighborhood Council are established to provide a written framework and an organizational structure for the Neighborhood Council. Any approved Board changes to the bylaws must be submitted to the Department of Neighborhood Empowerment (Department) for final approval before becoming effective. Completed applications will be accepted from **July 1, 2016 to May 1, 2017** via email at NCSupport@lacity.org and must include the following documents:

☐ Scanned electronic copy of the completed Bylaw Amendment Application and the Neighborhood Council Board Structure Change Request Form (if necessary) signed by the Neighborhood Council President/Chair and another person authorized by the Neighborhood Council to submit the documents.

☐ **Electronic Copy (in a Word document)** of the proposed Neighborhood Council's Bylaw Sections. **Submit only the section(s) with the proposed changes and not the entire bylaws unless there are major changes throughout the bylaws.** The document should clearly show the proposed amended language by striking-out the original language and underlining the proposed language, preferably through the Track Changes tool in Microsoft Word, e.g. Section 2. Agenda Setting - The agenda shall be set by ~~the President.~~ the Executive Committee.

INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE NEIGHBORHOOD COUNCIL.

Neighborhood Council Name: Mar Vista Community Council

- Do the proposed amendments to the bylaws comply with the Los Angeles City Charter - Article IX, applicable Ordinances, City Policies and the Plan for a Citywide System of Neighborhood Councils? ■ Yes ☐ No

- Do the proposed amendments contain a change in the Board structure, e.g. decrease/increase in Board seats, changes in Board seat descriptions, etc.? ■ No ☐ Yes - Please include the Neighborhood Council Board Structure Change Request Form

DECLARATION

We, the persons authorized by the above-named Neighborhood Council to submit bylaw amendments, under penalty of perjury, declare that a Brown Act noticed Neighborhood Council public meeting was held with a quorum of the Board present, and the proposed bylaws as submitted were approved as an official action of the Board per the Neighborhood Council's existing bylaw amendment provision or Board of Neighborhood Commissioners policy. If requested, we will provide the Neighborhood Council agenda and minutes or resolution supporting the proposed bylaw amendments.

Date of Board Action: 4 / 11 / 17

Board Vote: 11 **yes** 0 **no** 1 **abstentions**

President/Chair Signature:

Print Name: Robert Kadota

Email : rob.kadota@marvista.org

Phone: [redacted]

2nd Signatory Signature: Holly Tilson

Print Name: Holly Tilson

Email : holly.tilson@marivista.org

Phone:

Please contact the Neighborhood Council Support Help Line with any questions or if you require electronic support in submitting this application: (213) 485-1360 or NCSupport@lacity.org (Form Updated 6/14)

Department of Neighborhood Empowerment

Board Vote Form

NC NAME: Mar Vista

Budget Fiscal Year: 2016-2017

Meeting Date: 4-11-17

Agenda Item: 10 i-vii + x, see attached "MVCC Amendment Passed" sheet

USE THIS FORM FOR THE FOLLOWING FUNDING ITEMS:

- ☐ APPROVAL OF MONTHLY EXPENDITURE REPORT
- ☐ BUDGET PACKAGE APPROVAL / AMENDMENT
- ☐ APPOINTMENT OF FUNDING OFFICER / CARDHOLDER
- ☒ OTHER: NON-FUNDING ACTION ITEM

motion Bylaws 1-7+10

Description: A = 10-1-i B = 10-1-iii C = 10-1-iv Di = 10-1-v Dii = 10-1-v E = 10-1-vi F = 10-1-vii g = 10-1-x

Vote Count

*Recused-Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.

Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligib
ROB KADOTA	CHAIR, AT-LARGE DIRECTOR					X	
SARAH AUERSWALD	1ST VC AT-LARGE DIRECTOR	—		X			
JOSEPH GALLOWAY	2ND VC, COMMUNITY DIRECTOR	✓					
KEN ALPERN	ZONE 1 DIRECTOR	✓					
DAMIEN NEWTON	ZONE 2 DIRECTOR	✓					
MELISSA STOLLER	ZONE 3 DIRECTOR, SECRETARY	✓					
GREG CASTELNUOVO-TEDESCO	ZONE 4 DIRECTOR	✓					
MICHELLE KRUPKIN	ZONE 5 DIRECTOR	✓					
HOLLY TILSON	ZONE 6 DIRECTOR	✓					
ROBIN DOYNO	AT-LARGE DIRECTOR	✓					
SUSAN KLOS	AT-LARGE DIRECTOR	✓					
PAOLA CERVANTES	AT-LARGE DIRECTOR	✓					
SHERRI AKERS	AT-LARGE DIRECTOR	✓					
NC Quorum: Yes	**Totals:**	11		1		1	

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meet was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action.

Treasurer's Signature:	Holly Tilson	Signer's Signature:	Sarah Auerswald
Print/Type name:	Holly Tilson	Print/Type name:	Sarah Auerswald
Date:	4-19-17	Date:	4/11/17
NC Additional Comments			

Mar Vista Community Council

Bylaw Amendments Passed 11 yes 0 No 1 Abstention (Acting Chair) At the April 11, 2017 Board of Directors Meeting

a. Motion to adopt and amend bylaws, election procedures and standing rules to allow for on line voting as stipulated by the City of LA and the Department of Neighborhood Empowerment.

b. Motion to amend Article V Governing Board Section 4: Terms and Term Limits so as to clarify in both number of terms and total years how long a board member can serve before being termed out for one term.

   i. **Current:** Term of the Directors: The term of office for Directors shall be two (2) years or until a new Director is Installed. A Director may serve for no more than four (4) consecutive terms. After being out of office for one full term, a former Director is again eligible to run for office.

   ii. Proposed: Term of the Directors: The term of office for Directors shall be two (2) years or until a new Director is Installed. A Director may serve for no more than four (4) consecutive terms or a maximum of eight (8) years. After being out of office for one full term, a former Director is again eligible to run for office.

c. Motion to amend Article V Governing Board Section 7: Absences from three consecutive absences to two consecutive absences.

   i. **Current**: Absence from **three (3)** consecutive meetings without notification may subject a Director to removal.

   ii. Proposed: Absence from two (2) consecutive meetings without notification may subject a Director to removal.

d. Motion to amend Article V Governing Board Section 9: Removal so it would reflect the same number of allowed absences in Section 7.

   i. **Current**: **Removal of a Director**: Reasons for Removal of a Director may include:

      1. A. Inability to carry out his/her duties and responsibilities due to time limitations, illness and/or other personal obligations;

      2. B. Absence from **three (3)** consecutive meetings without notification;

      3. C. Failure to disclose a financial conflict of interest in a matter before the Board. D. Violation of MVCC bylaws or rules.

      4. E. The MVCC will consult with its legal counsel, the Office of the City Attorney, throughout this removal process.

   ii. Proposed: **Removal of a Director**: Reasons for Removal of a Director may include:

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e. Motion to amend Article Viii Meetings, Section 1 Meeting Time and Place C – rather than requiring Board Meetings happen on the 2nd Tuesday change it to a more generic monthly term for greater scheduling flexibility.

i. **Current: C. Board Meetings**. The purpose of the Board Meeting is to conduct the business of the MVCC and to plan future meetings. Board meetings shall be held ~~on the second Tuesday of every month.~~

ii. **Proposed: C. Board Meetings**. The purpose of the Board Meeting is to conduct the business of the MVCC and to plan future meetings. Board meetings shall be held monthly.

f. Motion to correct misspelling of "funding" in Article IX Finances.

i. Current: A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum ~~finding~~ allocation requirements.

ii. Proposed: A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum funding allocation requirements.

g. Motion to change Article XII Parliamentary Authority from Roberts Rules of Order to Rosenberg's Rules of Order.

i. Current: Article XII PARLIAMENTARY AUTHORITY Board Meetings are open to the public and shall be conducted in accordance with the provisions of the California Brown Act. The MVCC shall use ~~Robert's Rules of Order, as revised.~~ Additional rules and/or policies and procedures regarding the conduct of the meetings may be developed and adopted by the Board and those would be found in MVCC Standing Rules.

ii. Proposed: Article XII PARLIAMENTARY AUTHORITY Board Meetings are open to the public and shall be conducted in accordance with the provisions of the California Brown Act. The MVCC shall use Rosenberg's Rules of Order. Additional rules and/or policies and procedures regarding the conduct of the meetings may be developed and adopted by the Board and those would be found in MVCC Standing Rules. https://www.cacities.org/Resources/Open-Government/RosenbergText_2011.aspx

Mar Vista Community Council

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At the April 11, 2017 Board of Directors Meeting

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b. Motion to amend Article V(GOVERNING BOARD) Section 3 (Official Actions) to use the same terminology as Rosenberg's Rules of Order

   i. **Current:** Voting: Subject to the presence of a quorum, a majority vote of the Directors present, ~~not including abstentions~~ shall prevail, except that a two-thirds (2/3) vote of the Directors currently serving on the Board (Full Board) shall be required to remove a Director or an officer of the Board of Directors

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g. Motion to correct misspelling of "funding" in Article IX Finances.

i. Current: A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum ~~finding~~ allocation requirements.

ii. Proposed: A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum funding allocation requirements.

h. Motion to change Article XII Parliamentary Authority from Roberts Rules of Order to Rosenberg's Rules of Order.

i. Current: Article XII PARLIAMENTARY AUTHORITY Board Meetings are open to the public and shall be conducted in accordance with the provisions of the California Brown Act. The MVCC shall use ~~Robert's Rules of Order, as revised.~~ Additional rules and/or policies and procedures regarding the conduct of the meetings may be developed and adopted by the Board and those would be found in MVCC Standing Rules.

ii. Proposed: Article XII PARLIAMENTARY AUTHORITY Board Meetings are open to the public and shall be conducted in accordance with the provisions of the California Brown Act. The MVCC shall use Rosenberg's Rules of Order. Additional rules and/or policies and procedures regarding the conduct of the meetings may be developed and adopted by the Board and those would be found in MVCC Standing Rules. https://www.cacities.org/Resources/Open-Government/RosenbergText_2011.aspx

CITY OF LOS ANGELES

ERIC GARCETTI
MAYOR

WESTWOOD NEIGHBORHOOD COUNCIL

www.wwnc.org

_____

BOARD MEETING

Wednesday, April 12, 2017 - 7:00 PM

_____

Westwood Presbyterian Church
10822 Wilshire Blvd, Hoffman Hall
Los Angeles, CA 90024
Enter via Ashton Avenue

The public is requested to fill out a "**Speaker Card**" to address the Committee on any agenda item before the Committee takes action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Committee's jurisdiction will be heard during "Public Comments." No individual speaker will be allowed more than 2 minutes, subject to the discretion of the Chair. Agenda items are subject to board action. The agenda is posted for public review at Westwood Public Library, 1246 Glendon Avenue and at www.wwnc.org.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment at 213-202-2764 or email NCSupport@lacity.org.

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, may be viewed at our website by clicking on the following link: www.wwnc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact sresnick@wwnc.org.

Agenda

1. **Call to Order** – Council Member roll call (Quorum = 11 members) (1 minute)

2. **Approval of Minutes** – March 8, 2017 meeting (2 minutes)

3. **Comments by Public Officials** (20 minutes)

4. **Westwood Village Business Improvement District –** Megan Furey/Niki Savara (5 minutes)

5. **Public Comments** – (2 minutes per speaker)

6. **Westwood Park and Recreation Center Discussion with Recreation Center Director Lizka Mendoza** – Lisa Chapman (10 minutes)
   A. Update on the Westwood Recreation Center Dog Park construction and timeline
   B. Discussion of the PAB process and future board appointments

7. **Funding of Local Parks** – Sandy Brown (15 minutes)
   A. Discussion with Jasmine Shamolian in regard to the allocation of Quimby Act funds and other sources of funding

8. **Standing Committee Status/Reports**

   A. Executive – Lisa Chapman

   B. Treasurer – Laura Winikow
      1. Approval of Monthly Expenditures

   C. Land Use & Planning – Connie Boukidis

      Discussion/Action:

      1. **1100 Westwood Boulevard**
         Case Number:
         Project Title: AT&T Sign 1100 Westwood Boulevard
         Project Address: 1100 Westwood Boulevard, Los Angeles, CA 90024
         Contact Info: Nguyen T. Nguyen, 206-786-5173
         Project Description: The project described here is limited to exterior improvements: Removal of existing wood composite 'Trex' planking; Addition of wall, canopy, and pedestrian signage; New aluminum canopy w/ blue reveals; New charcoal and blue architectural 'portal' element composed of corrugated and non-corrugated Aluminum Composite Metal; and Painting of existing cement plaster.
         Supporting Documents: http://www.wwnc.org/AT&T sign, 1100 Westwood

Discussion/Action:

2. **626 South Landfair Avenue**
   Case Number:
   Project Title: 626 South Landfair Avenue
   Project Address: 626 South Landfair Avenue, Los Angeles, CA 90024
   Contact Info: Nathan Freeman, 213-220-0170
   Project Description: Construction of a ten unit apartment building, two levels of basement parking (28 spaces including two ADA and three guest spaces), bicycle parking per Section 8F of the North Westwood Village Specific Plan, with a maximum height of 53'8" per 12.21 1 B(2) of the LAMC.
   Supporting Documents: http://www.wwnc.org/626 Landfair Avenue

Discussion/Action:

3. **10717 Wilshire**
   Case Number:
   Project Title: 10717 WILSHIRE PORTICO
   Project Address: 10717 Wilshire Boulevard, Los Angeles, CA 90024
   Contact Info: Ronald A. Ettinger, 818-929-7212
   Project Description: Construct a portico at driveway entry for protection of pedestrians entering and exiting an apartment structure, with valet parking.
   Supporting Documents: http://www.wwnc.org/10717 Wilshire Boulevard

Discussion/Action:

4. **Broxton**
   Case number: ZA 2017-179 CUB
   Project Address: 1099 Westwood Boulevard, Los Angeles, CA 90024
   Contact Info: Margaret Taylor, 213-330-0335, x103
   Project Description: Per Section 12.24 W 1 of the Los Angeles Municipal Code, Applicant seeks a Conditional Use Permit to allow the addition of a microbrewery use secondary and ancillary to the permitted full line of alcohol sales in conjunction with the operation of a new tenant in an existing 4,656 square-foot interior (168 seat) sit-down dining, full menu restaurant with outdoor patio dining areas on Broxton with 808 square-feet and 50 seats for a total of 5,464 square feet and 218 seats, with hours of operation and alcohol sales from 11 am- 2 am, Monday through Friday and 7 am – 2 am, Saturday and Sunday. No off-site sales - microbrewery limited production for consumption within the restaurant.
   Supporting Documents: http://www.wwnc.org/BROXTON

D. Outreach and Communications – David Lorango

E. Homeless Taskforce – Lisa Chapman

F. Budget Advocates – Marcello Robinson

G. Public Safety – Marcello Robinson

H. Transportation and Parking – Angus Beverly

I. Bylaws – Sandy Brown

J. WRAC – Mitchell Keiter

K. Zoning and Violations – Roozbeh Farahanipour

9. **Online Voting** – Lisa Chapman (10 minutes)
   A. Discussion of On-line voting for the WWNC 2018 elections. Possible introduction of motion.

10. **UCLA Community Programs Office Food Closet –** Lisa Chapman (15 minutes)
    A. Chidewra Izuchukwu, UCLA CPO Internship Director, will provide an update on the NPG grant and if the administration fee can be waived by UCLA. Possible introduction of motion.

11. **Parking on the Apron and Parkway in the North Village** – Angus Beverly (10 minutes)
    A. Discussion and possible introduction of motion

12. **LAUSD Board Seat 4 Election Town Hall –** Mitchell Keiter (15 minutes)
    A. Discussion and Introduction of Motion: "The Westwood Neighborhood Council will co-sponsor a town hall for the run-off election for LAUSD board seat 4."

13. **Sign Ordinance –** Connie Boukidis (10 minutes)
    A. Discussion in regard to the City's latest effort to weaken the proposed Sign Ordinance. Council File 11-1705.
    B. Introduction of Motion: "The Westwood Neighborhood Council opposes the Planning and Land Use Committee (PLUM) efforts to weaken the Sign Ordinance and promote the degradation of our City's safety and visual environment. Further, we reiterate our support opposing PLUM's proposals and support the City Planning Commission's Sign Ordinance recommendations version B+, adopted on October 22, 2015."

RESOLUTION

Be it resolved that the Board of Neighborhood Commissioners creates the following policy:

NEIGHBORHOOD COUNCIL AGENDA POSTING REQUIREMENTS

WHEREAS, the Board of Neighborhood Commissioners established Working Groups comprised of current and past Neighborhood Council members and Neighborhood Council stakeholders to recommend changes to the Plan for a Citywide System of Neighborhood Councils;

WHEREAS, the Working Groups recognized stakeholders are increasingly using the internet and that it allows Neighborhood Councils to communicate with their stakeholders efficiently and inexpensively;

WHEREAS, the Working Groups recognized that any change in the physical posting policy should be accompanied by increased use of other media for outreach;

WHEREAS, the Working Groups recommended that the posting requirements for Neighborhood Councils be changed to require only one physical Brown Act compliant posting while maintaining the Board of Neighborhood Commissioners other outreach requirements;

WHEREAS, Section 902 (b) Article IX of the new Charter provides that the Board of Neighborhood Commissioners "shall be responsible for policy setting and policy oversight...and the promulgation of rules and regulations but not be responsible for day to-day management".

WHEREAS, this policy supersedes all other posting policies previously adopted by the Board of Neighborhood Commissioners; including the August 3, 2010, Commission Policy on "Neighborhood Council Agenda Posting Requirements" (Policy No. 2010-02), which was also revised at the December 17, 2012, Commission meeting, and the May 6, 2014, Commission Policy on "Neighborhood Council Agenda Posting Requirements" (Policy No. 2014-01), which was also revised at the July 21, 2014, Commission meeting.

NOW, THEREFORE, IT IS RESOLVED that the Board of Neighborhood Commissioners establishes this policy regarding the posting of agendas for Neighborhood Councils.

POLICY NUMBER: **2014-01.1**

Neighborhood Councils are required to post meeting agendas for Board and Committee meetings as follows:

Board of Neighborhood Commissioners
Resolution: Policy No. 2014-01.1 (Revised August 18, 2014)
Neighborhood Council Agenda Posting Requirements

1. Neighborhood Councils shall physically post at least one Brown Act compliant agenda for all Board and Committee meetings.

2. Neighborhood Councils shall post agendas of all Board and Committee meetings on their web site or, on a page made available to them on the EmpowerLA web site. Such postings shall be Brown Act time compliant.

3. Neighborhood Councils shall submit a copy of all regular and special Board and Committee agendas to the Department of Neighborhood Empowerment (Department) to be posted through the Early Notification System (ENS). The agenda for regular meetings shall be submitted to the Department not less than 72 hours in advance of the meeting and the agenda for special meetings shall be submitted to the Department not less than 24 hours in advance of the meeting. As soon as feasible, the Department will submit the agenda for posting to the ENS system. Accordingly, posting the notices of meetings to the ENS system will not be required to comply with the Brown Act's time limits for posting agendas.

4. Neighborhood Councils that maintain an email list of stakeholders may email either a copy of the agenda for all Board and Committee meetings or an announcement of the meeting with a link to the agenda. Distribution to the email list shall occur at the time meeting information is disseminated to the board or committee members.

5. Neighborhood Councils shall inform the Department of (a) the physical location of their posting site, (b) the address of their web site, if any and (c) confirm with the Department whether they use a stakeholder database to distribute their agendas. Neighborhood Councils shall be required to submit this information on a form approved by the Department.

6. Neighborhood Councils that do not maintain a web site or, a page on the EmpowerLA web site, if available, shall continue to comply with the five (5) to seven (7) physical locations posting requirements imposed during their certification process; one (1) of the posting locations shall be Brown Act compliant; the remaining posting locations shall be within the Neighborhood Council boundaries and shall comply with Brown Act time limits for posting.

7. This Posting Policy does not restrict or prevent a Neighborhood Council from posting any additional notices of its meetings beyond the notices required under this policy in any other locations or within any timeframes determined by the Neighborhood Council in its discretion.

8. These posting requirements shall be appended to and become a part of the bylaws of all current and future Neighborhood Councils and any violation of this policy may become the subject of a grievance.

9. If a Neighborhood Council is notified by the Department prior to any Board or Committee meeting that a confirmed violation of this policy has been reported the Neighborhood Council shall repost in accordance with this Policy. If the scheduled meeting cannot be reposted in compliance with this Policy, the Neighborhood Council shall cancel the meeting and make reasonable efforts to inform its stakeholders. If it becomes necessary to cancel Board or Committee meetings Neighborhood Councils are encouraged to contact the City Attorney for further guidance.

10 If a Neighborhood Council is found to be in violation of this Policy three (3) times within the current fiscal year the Board and any non-Board member committee chairs shall be required to take additional training as may be determined by the Department. If after receiving additional training the Neighborhood Council is again found to be in violation of this policy during the current fiscal year, then exhaustive efforts to remedy this matter, including loss of funding may be taken by the Department pursuant to Article VI section 4 and Article X section 3 of the Plan for a Citywide system of Neighborhood Councils.

Moved by: _____
Member, Board of Neighborhood Commissioners

Seconded by: _____
Member, Board of Neighborhood Commissioners

Witnessed by: _____
Staff, Department of Neighborhood Empowerment

VOTES:

AYES: 6

NAYS: 0

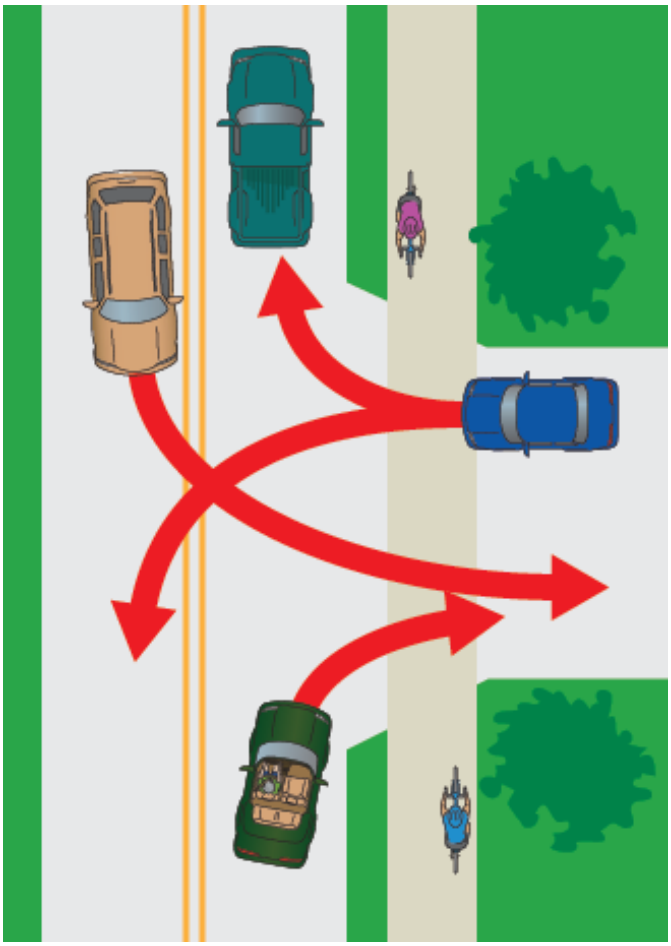
DATE: 8/18/14

TEN TIPS FOR SUCCESSFUL CYCLING

Bicycling in traffic is safe and easy. It does not require athleticism, speed or bravery. Successful bicycling does require a basic understanding of traffic dynamics and a belief in one's equal right to use travel lanes.

1) Ride on the road.

Think about where each of these motorists is looking before crossing the sidewalk.



Adult bicyclists do not belong on the sidewalk. Sidewalk cycling increases conflict for cyclists, motorists and pedestrians. Sidewalk cycling is not only inconvenient and slow, it actually increases your risk of being hit by a car because it aggravates turning and crossing conflicts. The sidewalk also presents many more hazards such as poles, posts and branches.

2) Know and follow the rules.

The rules of the road are for everyone. They exist to make us all predictable to one another. Bicyclists who violate the rules are not only far more likely to be hit by a car, they are disruptive and breed animosity among fellow road users. The basic rules:

- First come, first served.
- Always ride the same direction as traffic.
- Yield to traffic before entering a road.
- Yield to overtaking traffic when changing lanes.
- Obey all traffic control devices.

3) Integrate in the intersections.

- Always use the lane that serves your destination.
- Turn left from left turn lanes.
- Never ride straight in a right-turn-only lane.
- When approaching an intersection in a wide lane or a bike lane, merge left into the main traffic flow or lane.
- The crosswalk is the WORST place to cross a busy intersection.

4) Ride Big.

Most close passing is a result of the motorist thinking he can squeeze past without changing lanes. Make sure a driver can clearly see that his car won't fit within the same lane.



Most roads have lanes that are not wide enough to be safely shared by cars and bikes operated side-by-side. You are allowed the full use of a lane that is not wide enough to

share. Ride far enough to the left in the lane to communicate to motorists that the lane is not wide enough to share. Motorists may squeeze past you within the lane if you don't.

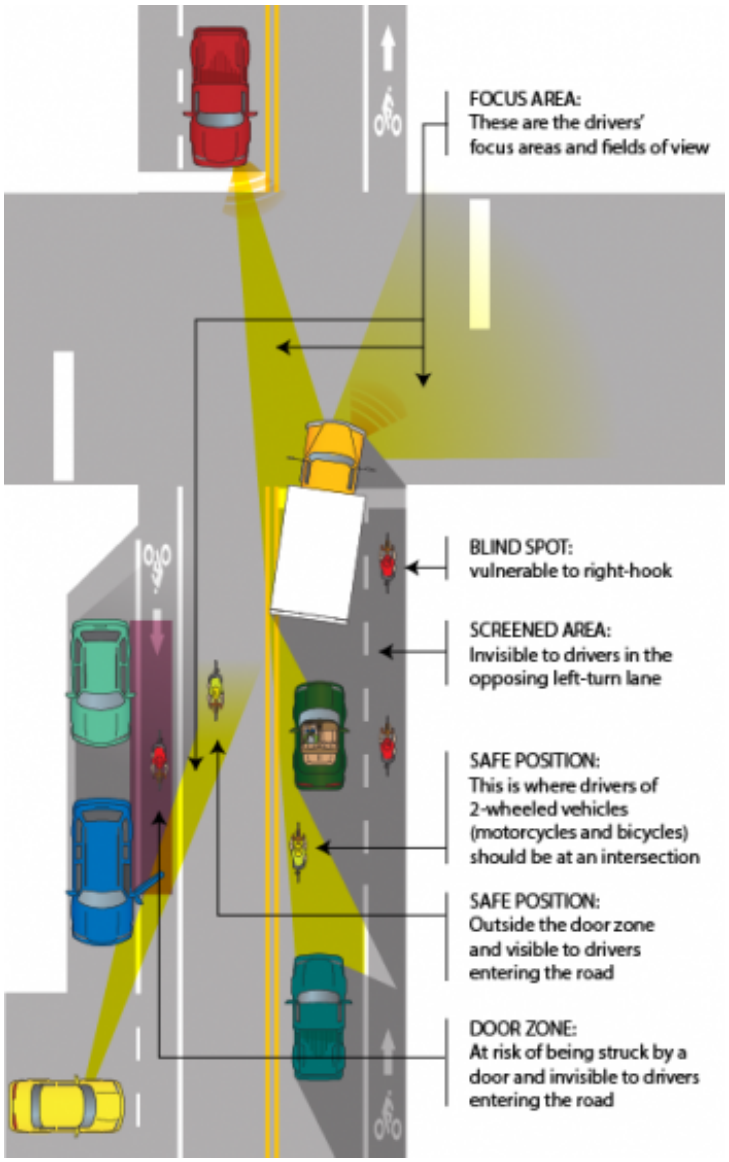
Riding big makes you visible and encourages motorists to give generous passing clearance. It also gives you someplace to go if a motorist does come too close.

5) Communicate.

You are part of the system, you need to be predictable to others. Communication makes you predictable. Signal turns and lane changes. When motorists know what you want to do, most of them will try to help you out!

6) Be mindful of your surroundings.

The most common reasons to leave a bike lane.



Markings on the roadway are static. Traffic is dynamic. As a result, bike-specific markings sometimes put you in the wrong place. You MUST take your cues from the whole environment. *Never let paint think for you.*

- Make sure you are visible to crossing and turning traffic. This often means leaving a bike lane and moving to the left side of the general use lane.
- Never ride within 5ft of a parked car. This area is called the "door zone." A suddenly-opened car door can be deadly. Some bike lanes are striped entirely within the door zone.
- Passing a queue of stopped traffic on the right can expose you to many crash hazards. Sometimes it's better just to wait in the queue.
- Never, ever pass a large truck on the right!

7) Understand how traffic flows.

If you understand traffic flow, you can anticipate and place yourself in a position which makes things easier for yourself and your fellow road users. In the CyclingSavvy course, we teach you in detail about how traffic controls and road features influence traffic flow, and how you can take advantage of this.

8) Want respect? Act respectably.

One road. Many Users. All of us are traffic.

Be considerate of your fellow road users. But also demonstrate respect for yourself. Control your space by default and help motorists pass you when appropriate. Offer a friendly wave when others are respectful of you. When motorists arrive before you at a red light, stop behind them. Don't pull to the front of the queue and make them have to get around you after the intersection.

9) Let it go: don't escalate harassment.

You will be passed uneventfully by thousands of considerate citizens for every one jerk who yells or honks. So, when someone does honk or yell at you, let it go. Smile and wave (with all five fingers), or pretend you heard

nothing. They will simply move on with their negative self and you can remember the nice person who smiled and waved you through a lane change a few minutes before.

10) Keep it fun!

Bicycling offers a higher trip quality than most other forms of transportation. This is true whether you ride on quiet streets or share the road with motor traffic. Interacting with other road users is a dance you lead. The better you are at communicating and operating predictably, the better your dance partners will be. Those of us who ride mindfully, with a friendly attitude toward our fellow road users, seldom experience close calls or hostility.





Bike Valet and Repair Stand

9am – 1:30pm

Located next to the

MAR VISTA COMMUNITY COUNCIL OUTREACH BOOTH

Grand View Blvd and Pacific

(by the DJ and Dining area)

Free Bike Parking / Valet

We've now got two bike valet parking stands for more bike parking at the MV Farmers Market. Just remember to bring your lock and to come back for your bike no later than 1:30pm.

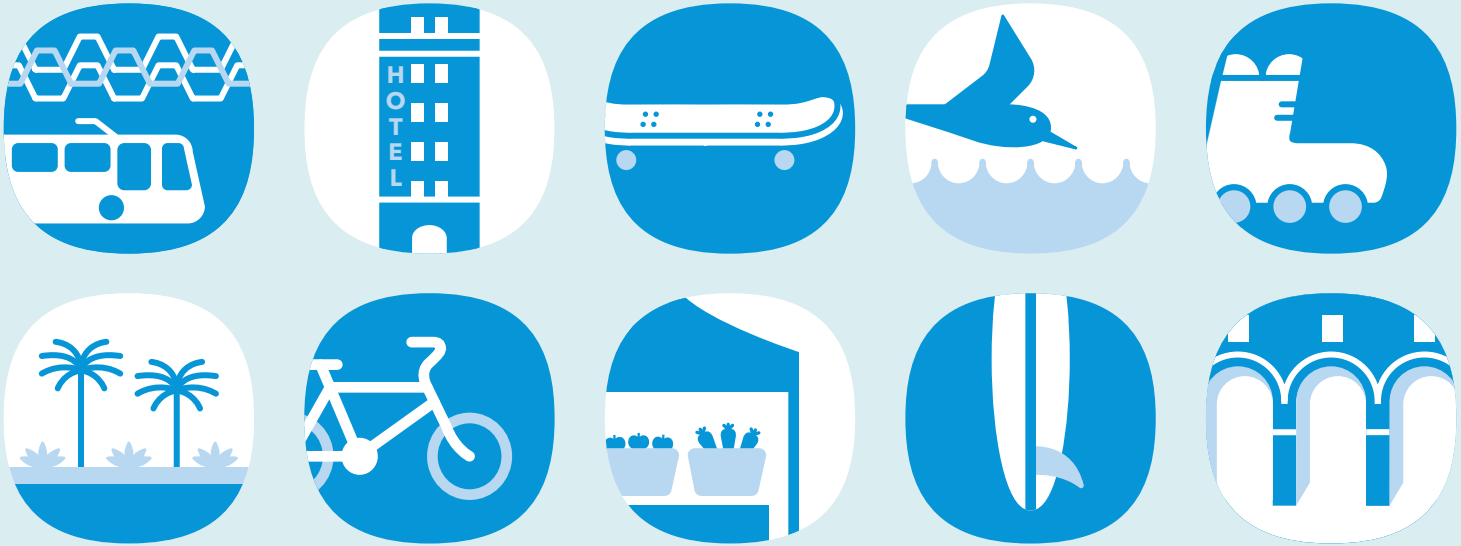


No Cost Bike Repair Stand

We're also happy to give your bike a quick once over, inflate your tires, oil the chain, do some simple adjustments – adjust brakes and tighten loose bolts. And happy to make referrals to local repair shops for supplies and service.

Bike Mar Vista! is a committee of the
Mar **V**ista **C**ommunity **C**ouncil

www.marvista.org in partnership with www.MarVistaFarmersMarket.org



CICLAVIA

Culver CITY ⟷ VENICE

Presented by Metro

March 26, 2017

9am-4pm

CicLAvia transforms streets into safe, car-free spaces for thousands of people to bike, walk, play and smile. CicLAvia is free and connects people to communities and to each other.

CicLAvia transforma las calles en espacios seguros y sin carros para que miles de personas puedan ir en bicicleta, pasearse a pie, jugar y sonreír. CicLAvia es gratis y conecta a las personas a las comunidades y a cada uno de los demás.

CICLAVIA

CULVER CITY MEETS VENICE

Presented by Metro

Sunday
March 26, 2017
9am–4pm

Domingo
26 de marzo, 2017
9am–4pm

OPEN STREETS MADE POSSIBLE BY Metro



City of Los Angeles

Culver CITY

Support CicLAvia, a 501c3 non-profit
Apoye CicLAvia, una organización 501c3 sin fines de lucro | **ciclavia.org/donations**

CULVER CITY MEETS VENICE – 6 miles

1 mile

- CicLAvia Route — *Ruta de CicLAvía*
- Crossing Points for Cars — *Puntos de cruce para carros*
- Pedestrian Zone — *Area de los peatónes*
- Bike Path — *Carril para bicicleta*
- Metro Rail Stations — *Estaciones de Metro*

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CicLAvia is a day for fun! Keep it safe for everyone.

CicLAvia es una experiencia, no una competencia. Disfrutalo con seguridad.

FOR MORE INFORMATION *Para más información* | **info@ciclavia.org** / **213.355.8500** / **ciclavia.org** / **@ciclavia**

Subject: Case 22157
From: Vanessa Serrano <vanessa.serrano@lacity.org>
To: ELA PRA <ELA.PRA@lacity.org>
Date Sent: Friday, June 29, 2018 10:14:41 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:14:43 AM GMT-07:00

Thank you,

Vanessa Serrano, MPA
Neighborhood Empowerment Advocate

Department of Neighborhood Empowerment
14410 Sylvan St. 4th Floor
Los Angeles, CA 91401
Office | 818-374-9889
Email | Vanessa.Serrano@lacity.org
Web | www.EmpowerLA.org



Empower Yourself. Empower Your Community. Empower LA.



---------- Forwarded message ----------
From: **Vanessa Serrano** <vanessa.serrano@lacity.org>
Date: Wed, Jun 20, 2018 at 3:26 PM
Subject: DCA - Call For Artists In Your Community
To:

Hello Neighborhood Council Leaders and Art Liaisons,

I hope this finds you well. The Department of Cultural Affairs - Public Art Division would like to work with your Neighborhood Council and ask you to recommend artist or distribute the call for artist in your community.

Project Background:
DCA is now seeking to establish a pre-qualified list of artists, collectives, and artist teams interested in creating contemporary public artwork in traditional and non-traditional outdoor open spaces, street medians, and recreation and parks facilities.

Criteria:
Artists working in any media may apply, individually or as an artist team.

Eligibility:
This RFQ is open to professional artists, collectives and artist teams residing in Southern California, defined as the region extending from Ventura to San Diego.

Selection Process:
An artist selection committee comprised of, but not limited to, arts professionals, principals of the project and City representatives will convene to establish the 2018 Pre-Qualified Artists roster for Outdoor Open Spaces, Street Medians, and Recreation and Parks facilities. Upon reviewing all submissions, the committee will select up to twenty-_five (25) artists/teams and collectives to comprise the Roster, which will go into effect immediately and remain active for a term of three (3) years.

Budget:
Budgets for these public art projects will range from $40,000 to $100,000.

How to Apply:

RFQ is available online at: https://culturela.slideroom.com All application materials must be submitted online via SlideRoom https://culturela.slideroom.com by 11:59 pm Monday, July 16, 2018. Incomplete and late submissions will be deemed ineligible and will not be considered.

Questions?
Contact Martica Stork, Arts Manager, at Martica.Stork@lacity.org
Visit DCA's website https://culturela.org/grants-and-calls/ to share and download this RFQ document.

Thank you,

Vanessa Serrano, MPA
Neighborhood Empowerment Advocate

Department of Neighborhood Empowerment
14410 Sylvan St. 4th Floor
Los Angeles, CA 91401
Office | 818-374-9889
Email | Vanessa.Serrano@lacity.org
Web | www.EmpowerLA.org

NEIGHBORHOOD COUNCILS EMPOWER LA Department of NEIGHBORHOOD EMPOWERMENT

Empower Yourself. Empower Your Community. Empower LA.

EMPOWERLA LEADERSHIP ACADEMY

DEPARTMENT OF CULTURAL AFFAIRS, PUBLIC ART DIVISION

REQUEST FOR QUALIFICATIONS (RFQ)

OUTDOOR OPEN SPACES/ STREET MEDIANS/ RECREATION AND PARKS FACILITIES

DEADLINE: Monday, July 16, 2018, 11:59 p.m.

PROJECT BACKGROUND

Public art projects play a pivotal role in creating meaningful gathering places for both pleasure and purpose in L.A. neighborhoods. These community-based public artworks enhance recreational activities, create educational opportunities, and provide valuable cultural experiences for, adults, children, and seniors. DCA is now seeking to establish a pre-qualified list of artists, collectives, and artist teams interested in creating contemporary public artwork in traditional and non-traditional outdoor open spaces, street medians, and recreation and parks facilities.

CRITERIA

Artists working in any media may apply, individually or as an artist team. The sites are particularly conducive for three-dimensional artworks. Successful applicants must demonstrate the professional capacity to oversee the design, fabrication, and installation of public artwork while collaborating with City staff, engineers, general contractors, fabricators, and installers as needed. Studio artists with an interest in pursuing public art projects are also strongly encouraged to apply.

ELIGIBILITY

This RFQ is open to professional artists, collectives and artist teams residing in Southern California, defined as the region extending from Ventura to San Diego. Artists selected to receive a public art commission must be available for multiple project meetings with the design team and/or principals of the project and DCA, the public, and other City agencies as required. Any collective or artist team selected to be part of this prequalified roster must retain the same team membership throughout the life of the Roster and over the course of a public art project, if commissioned. Employees of the City of Los Angeles are ineligible to apply.

Applicants are encouraged to register on the *City of Los Angeles Business Assistance Virtual Network* (BAVN). If your organization has previously received commissions, grants or contracts from the City of Los Angeles, then you have already registered on BAVN. If you are a new applicant, go to **<https://labavn.org>** to register to bid for a City of Los Angeles business commission, grant or contract. Technical support for BAVN may be requested by emailing **<ita.bavn@lacity.org>**.

Sometime thereafter you may receive requests from BAVN to verify your location, the percentage of your workforce that lives in the City of Los Angeles, your status as a minority owned/operated business, and your status as a women owned/operated business. We encourage you to respond accurately so that individual artists are understood as a significant contributor to equity.

SELECTION PROCESS

An artist selection committee comprised of, but not limited to, arts professionals, principals of the project and City representatives will convene to establish the 2018 Pre-Qualified Artists roster for Outdoor Open Spaces, Street Medians, and Recreation and Parks facilities. Upon reviewing all submissions, the committee will select up to twenty-five (25) artists/teams and collectives to comprise the Roster, which will go into effect immediately and remain active for a term of three (3) years.

Subsequently, three to five pre-qualified artists from the 2018 Roster will be asked to develop conceptual, site-specific public art proposals as each new project is initiated. A separate artist selection committee, will convene to review the public art proposals, interview artists/teams, and select public art projects to be commissioned by the City of Los Angeles. Upon further conceptual development, each commissioned public art project will be presented to the community and any appropriate City agencies for review and approval. Upon approval, projects will also have demonstrated compliance with various City codes regarding safety, accessibility, seismic, and/or other concerns as required.

BUDGET
Budgets for these public art projects will range from **$40,000 to $100,000**. Each budget is all-inclusive and must cover any and all costs associated with the design, fabrication, and installation of the commissioned public art project, including certified engineering drawings and all City permits as required. These projects may be funded through the Recreation and Parks, City of Los Angeles Proposition K - L.A. for Kids, the State of California Propositions 23 and 40 Parks Bond Programs Arts Development Fees and or other art programs funded by the Department of Cultural Affairs.

HOW TO APPLY

RFQ is available online at: **<https://culturela.slideroom.com>**. All application materials must be submitted online via **SlideRoom <https://culturela.slideroom.com>** by **11:59 pm Monday, July 16, 2018**. Incomplete and late submissions will be deemed ineligible and will not be considered. A complete submission must include:

- **ARTIST'S CONTACT INFORMATION** including name, business name (if applicable), mailing address, telephone, and email. Teams must provide this information for all members of the team, and one artist must be identified as DCA's primary contact for the team.

- **STATEMENT OF INTEREST** in creating public art for outdoor open spaces, street medians, and Recreation and Parks Facilities.

- **RÉSUMÉ or CURRICULUM VITAE** *in PDF or DOC format only.* Teams must submit one team CV as well as a CV for each artist on the team.

- **TEN (10) IMAGES** of completed art projects *in JPG format only, 72 DPI min and 5 MB max per file; SlideRoom compatible.* Each of the image files must include the title of the image, year, size, materials, and brief description. For any commissioned project(s), also include the client, budget, and location.

*Any additional materials submitted other than the materials requested above will not be reviewed.

ABOUT DCA
As a leading, progressive arts and cultural agency, DCA empowers Los Angeles' vibrant communities by supporting and providing access to quality visual, literary, musical, performing, and educational arts programming; managing vital cultural centers; preserving historic sites; creating public art; and funding services provided by arts organizations and individual artists.

RIGHTS & RESPONSIBILITIES
DCA reserves the right to decline all submissions or cancel this RFQ, or any roster of pre-qualified arts professionals, at any time. Pre-qualified artists identified through this RFQ are not guaranteed a commission or an opportunity to develop a public art proposal. This RFQ is subject to the City's Campaign Finance, Contractor Responsibility, Equal Benefits, Equal Opportunity, Living Wage, Minority/Women Business Enterprise and Slavery Disclosure Ordinances, as well as any other ordinances in effect in the City of Los Angeles.

QUESTIONS?

Please contact Martica Stork, Arts Manager, at **<Martica.Stork@lacity.org>**.
Visit DCA's website **<https://culturela.org/grants-and-calls>** to share and download this RFQ document.

Subject: PRA Case#22157 Fwd: NHNENC - Cursory Asset Map Review
From: Kathleen Quinn <kathleen.quinn@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:14:08 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:14:51 AM GMT-07:00

---------- Forwarded message ----------
From: **Kathleen Quinn** <kathleen.quinn@lacity.org>
Date: Thu, Mar 2, 2017 at 3:30 PM
Subject: NHNENC - Cursory Asset Map Review
To: Michael Menjivar <[redacted]@ucla.edu>
Cc: Semee Park <Semee.Park@lacity.org>

Hello Michael,

I hope you are having a wonderful Thursday afternoon. I wanted to let you know I've identified some points of interested within your NC's region that may be of use to you. I've identified some Organizations that may be a good place to start for identifying an organizational seat candidates as well as some resources for the resident seat, youth seat, and general assets.

Let me know if you need anything else. Have a great day!

--

Kathleen Quinn

Project Coordinator

"Be humble. Maintain integrity. Work hard."

Department of Neighborhood Empowerment

14410 Sylvan St. 4th Floor
Los Angeles, CA 91401
Office | 818-374-9893 Fax | 213-978-1751
Email | kathleen.quinn@lacity.org Web | www.EmpowerLA.org

Empower Yourself. Empower Your Community. Empower LA.

--

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North Hollywood Northeast Asset Mapping List

Organizational Seat

Organizations within the Mission Hills Area:

Hyanstan Cultural Center

New Directions For Youth

Religious Organizations

North Hollywood Armenian Church of Nazarene

The Church of Jesus Christ of Latter Day Saints

Ashtalakshmi Temple

Iglesia Pentecostes Juan 14 6

La Luz Del Mundo Church

California Worship Center

Iglesia del Valle- North Hollywood

Points of Communal Interest

LeMonge Banquet Hall

Hollywood Cinema Arts

The Industrial Gallery of Art

Youth Seat Resources

Sun Valley Magnet School

Resident Seat Resources

Apartment Complexes

Vanowen Square Apartments

Canyon Village Apartments

Universal Pointe Apartments

Garden Green Apartments

Studio Pointe Apartments

High Density Home Areas

Dehounge Street between Laurel and Lankershim

Hart Street between Laurelgrove Ave and Laurel Canyon Blvd

Cohasset St between Lankershim and Tujunga

Valerio St between Lankershim and Tujunga

Assets

Fire Department 89

DMV Vehicle Registration

Naturalization Services

Post Office

Valley Municipal Sports

Valley Plaza Library

Whitsett Sports Field

Subject: PRA #22157 Fwd: Board vacancy on the North Hollywood North East Neighborhood Council.
From: Kathleen Quinn <kathleen.quinn@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:15:30 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:16:13 AM GMT-07:00

---------- Forwarded message ----------
From: **Kathleen Quinn** <kathleen.quinn@lacity.org>
Date: Fri, Feb 24, 2017 at 9:41 AM
Subject: Re: Board vacancy on the North Hollywood North East Neighborhood Council.
To: [redacted]
Cc: Ernie Moscoso <[redacted]>, Michael Menjivar [redacted]@ucla.edu>

Hello Michael,

Thank you for your interest in joining the North Hollywood Northeast Neighborhood Council. I'm attaching the Candidate Form for your use. The Neighborhood Council has not yet formalized it's application process, so this will suffice in the interim. Here is a link to our Departments website as well as the North Hollywood Northeast NC's website so that you can get to know the Neighborhood Council system as well as North Hollywood Northeast a bit better. I've attached a copy of the North Hollywood Northeast Bylaws for your review as well.

Please feel free to let me know if you have any questions. Have a wonderful weekend!

On Thu, Feb 23, 2017 at 8:14 PM, Michael Coleman [redacted]> wrote:

> Hello there!
>
> My name is Michael Coleman and I am a resident within the NoHo NE Council, around Stagg. I saw Arin's post on the Nextdoor site and was interested in applying for a Resident Seat on the board. I have been wanting to get more involved in government, so I would very much like to be involved. Could you send me an application or direct me to where I can fill one out?
>
> Grazie!
>
> ~ Michael Coleman

--

Kathleen Quinn

Project Coordinator

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NEIGHBORHOOD COUNCIL ELECTION CANDIDATE FILING FORM

ELECCIÓN DEL CONSEJO VECINAL SOLICITUD DE PRESENTACIÓN DE CANDIDATOS

CANDIDATE INFORMATION/*INFORMACIÓN DEL CANDIDATO*

First Name *Primer Nombre*	**Last Name** *Apellido*	**Middle Name** *Segundo Nombre*
Street Address *Dirección Completa*		**Zip Code** *Código Postal*
Email Address *Correo Electrónico*		**Phone Number** *Número Telefónico*

Name as it will appear on the ballot/*Nombre como aparecerá en la boleta*:_____

PARTICIPANT CATEGORY/*PARTICIPANTE CATEGORÍA:*

I belong to the/*Yo pertenezco a la* _____
Neighborhood Council, and/*Consejo Vecinal, y*:

☐ **I AM A RESIDENT OF THE NEIGHBORHOOD COUNCIL (NC) AND LIVE AT/*YO SOY UN RESIDENTE DEL CONSEJO VECINAL Y VIVO EN*:**

☐ See address above/*Vea la dirección arriba*

☐ Street Address/*Dirección Completa*:_____Zip:_____

☐ **I OWN A BUSINESS OR WORK IN THE NC AT/*TENGO UN NEGOCIO O TRABAJO EN EL NC EN:***

Name of Business or Place of Work/*Nombre de la empresa o lugar de trabajo*:_____

Business Address/*Dirección de la empresa*:_____Zip:_____

☐ **I OWN PROPERTY IN THE NC AT/*YO SOY DUEÑO DE PROPIEDAD EN EL NC EN*:**

Property Address/*Dirección de la propiedad*:_____Zip:_____

☐ **I HAVE A VESTED INTEREST IN THE NC BASED ON THE FOLLOWING ONGOING COMMUNITY INTEREST BASIS/ YO TENGO INTERÉS PERSONAL EN EL CONSEJO VECINAL BASADO EN EL FUNDAMENTO DE HECHO LO SIGUIENTE::**

_____
_____
_____

☐ **OTHER/*Otro motivo*:**_____

_____

Address/*Dirección*:_____

I QUALIFY AND AM APPLYING FOR THE FOLLOWING NC BOARD SEAT
YO CALIFICO Y ESTOY SOLICITANDO EL ASIENTO SIGUIENTE EN EL CONSEJO VECINAL

_____
(WRITE THE BOARD POSITION NAME HERE)/*(ESCRIBA EL NOMBRE POSICIÓN AQUÍ)*

I DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT:
DECLARO BAJO PENA DE PERJURIO QUE LAS DECLARACIONES ANTERIORES SON VERDADERAS Y CORRECTAS:

Signature/*Firma*:_____ Date/*Fecha*:_____

Completed forms can be returned in 3 ways */ Los formularios completos pueden ser devueltos en 3 maneras:*

Mail to/*Por correo a*:
Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005,
Los Angeles, CA 90029

Email to/*Enviar por correo electrónico a*: Elections@EmpowerLA.org

TO BE FILLED OUT BY ELECTION DIVISION STAFF/*PARA SER LLENADO POR EL PERSONAL DE LA DIVISIÓN ELECTORAL*

☐COMPLETE ☐INCOMPLETE

DOCUMENTATION_____ STATUS_____

VERIFIED BY (PRINT NAME)_____ SIGNATURE_____DATE_____

NEIGHBORHOOD COUNCIL ELECTION CANDIDATE FILING FORM

ELECCIÓN DEL CONSEJO VECINAL SOLICITUD DE PRESENTACIÓN DE CANDIDATOS

First Name *Primer Nombre*	**Last Name** *Apellido*

All candidates have the option of submitting a Candidate Statement as part of their Candidate Filing application. Every candidate must adhere to the following guidelines when submitting a Candidate Statement:

- Must fit in the designated area below
- Must not exceed 150 word count limit (translations included)
- Must be at least 12-point font (if typed)
- Must be submitted no later than _____
- May not include any profanity or comments about any other candidate

Candidates may submit a picture and include translations of the original statement complying with all aforementioned criteria. Please print clearly as the statement will be scanned as is and not retyped. Thank you!

Todos los candidatos tienen la opción de presentar una declaración del candidato como parte de su solicitud de presentación de candidatos. Todos los candidatos deben cumplir con las siguientes pautas al presentar una declaración del candidato:

- *Debe caber en el área designada a continuación;*
- *No debe superar los 150 límite de palabras (traducciones incluidas);*
- *Debe tener al menos 12 puntos de la fuente (si es escrito);*
- *Deberá ser presentada a más tardar el _____, y,*
- *No puede incluir palabras malsonantes o comentarios sobre cualquier otro candidato.*

Los candidatos podrán presentar una imagen y se incluyen las traducciones de la declaración original que cumpla con todos los criterios antes mencionados. Por favor escriba claramente que la declaración se analizará como está y no se volvera a teclear. ¡Gracias!

I DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT:
DECLARO BAJO PENA DE PERJURIO QUE LAS DECLARACIONES ANTERIORES SON VERDADERAS Y CORRECTAS:

Signature/*Firma*:_____	Date/*Fecha*:_____

NORTH HOLLYWOOD NORTH EAST NEIGHBORHOOD COUNCIL BYLAWS

APPROVED: NOVEMBER 1, 2016

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ATTACHMENT A – Map of Neighborhood Council
ATTACHMENT B - Governing Board Structure and Voting

ARTICLE I NAME

The name of this Neighborhood Council shall be the North Hollywood North East Neighborhood Council ("Council").

ARTICLE II PURPOSE

Principles of Governance - The purpose of the Council is to participate as a body on issues concerning our neighborhood and regarding the governance of the City of Los Angeles ("City") in a transparent, inclusive, collaborative, accountable and viable manner.

A. The **MISSION** of the Council is:
   1. To act as A forum for discussion and review of community issues and projects
   2. To monitor the delivery of City services in the North Hollywood Northeast Neighborhood Council geographic area;
   3. To work with other organizations in North Hollywood and the surrounding areas which want to help accomplish their objectives or projects, and which the North Hollywood Northeast Neighborhood Council desires to support that benefit the Council; and
   4. To engage in such other activities for the betterment of North Hollywood Northeast Boundaries

B. The **POLICY** of the Council is:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council;

2. To remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and committee members, as hereinafter set forth;

3. To utilize the Early Notification System (ENS) to inform the Council and Community Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision-making process;

4. To encourage all Stakeholders to participate in activities of the Council;

5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation,

age, disability, marital status, income, homeowner/renter status, or political affiliation; and

6. To have fair, open, and transparent procedures for the conduct of all Council business.

ARTICLE III BOUNDARIES

The Council covers a geographic area described below.

Section 1: Boundary Description - The boundaries include the boundaries of adjacent Neighborhood Councils and include those areas of the City within the following lines of demarcation:

A. North –
1. Roscoe Boulevard between Whitsett Avenue and Lankershim Boulevard;
2. Cantara Street between Lankershim Boulevard and Irvine Avenue;
3. Strathern Street between Irvine Avenue and Tujunga Avenue;
4. Sherman Way between Tujunga Avenue and Vineland Avenue;
5. Along Burbank city lines between Vineland Avenue and Clybourn Avenue.

B. **East** –
1. Lankershim Boulevard between Roscoe Boulevard and Cantara Street;
2. Irvine Avenue between Cantara Street and Strathern Street;
3. Tujunga Avenue between Strathern Street and Sherman Way;
4. Vineland Avenue between Sherman Way and Burbank city lines; and
5. Clybourn Avenue between Burbank city lines and Vanowen Street.

C. **South** –
1. Vanowen Street between Whitsett Avenue and Burbank city lines.

D. **West** –
1. Whitsett Avenue between Vanowen Street and Roscoe Boulevard.

The boundaries of the Council are set forth in Attachment A - Map of North Hollywood Northeast Neighborhood Council.

Section 2: Internal Boundaries - Not applicable.

ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. “Stakeholders” shall be defined as those who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council’s boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

ARTICLE V GOVERNING BOARD

The Board of Directors ("the Board") shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils ("the Plan").

Section 1: Composition - The Board shall consist of *fifteen (15)* Stakeholders elected, selected or appointed by the Board and/or Community Stakeholders. The composition of the Board shall be as follows:

A. **Resident Stakeholder Board Members (5*)* –**includes residential property owners and renters who reside in this Council area. Open to Stakeholders eighteen (18) years of age or older who own or rent a residence and which is located within the NC boundaries.

B. **Business Stakeholder Board Members (2)** – Open to Stakeholders eighteen (18) years of age or older who work or own a business or business property within the NC boundaries, includes owners who have City business licenses.

C. **Organizational Stakeholder Board Members (2)** – Open to Stakeholders eighteen (18) years of age or older who participate in a religious institution, educational institution, community organization, non-profit organization, neighborhood association, school/parent group, faith based group, senior group, youth group, arts association, service organization, boys or girls club, cultural group, or environmental group within the NC boundaries.

D. **At-Large Stakeholder Board Members (5)** - Open to Stakeholders at least eighteen (18) years of age.

1. At-Large Community Stakeholder – four (4) seats
2. At-Large Community Interest Stakeholder - one (1) seat

E. **Youth Board Member (1)** – Open to Stakeholders between the ages of fourteen (14) and eighteen (18). If less than eighteen (18) years of age, the Youth Board member shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations to enter into contracts.

No single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment ("Department").

Section 2: Quorum - The quorum shall be seven (7) members of the Board. No floating quorums are allowed.

Section 3: Official Actions - A simple majority vote by the Board members present not including abstentions at a meeting at which there is a quorum shall be required to take official

action, unless specified otherwise in these Bylaws.

Section 4: Terms and Term Limits - Board members shall serve a: Four year staggered term (with exception of the youth seat which will be on a two-year term commencing after being seated.) Board members may only serve eight (8) consecutive years on the Board.

The Board shall maintain a list of Board Members and their corresponding seats based on the following:

Round A
Resident Member Seat 1
Resident Member Seat 3
Resident Member Seat 5
Business Member Seat 1
Community Based Organization Seat 1
At Large Member Seat 1
At-Large Member Seat 3
At-Large Member Seat 4

Round B
Resident member Seat 2
Resident Member Seat 4
Business Member Seat 2
Community- Based Organization Seat 2
At-Large Member Seat 2
At Large Community Interest Stakeholder
At-Large Youth Stakeholder

Section 5: Duties and Powers - The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by these bylaws or by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board. In addition, all board members are accountable and responsible for the proper expenditure of public funds

Section 6: Vacancies – Vacancies on the Board shall be filled using the following procedure:

<u>Board Fills Vacancies</u>

A. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application prescribed by the Board to the Secretary.

B. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.

C. The Board shall vote on the application at the meeting. If multiple applications for one seat have been submitted, the candidate with the most votes wins.

D. The candidate who wins shall fill the remaining term of the Board seat unless an election or selection occurs sooner.

E. In no event shall a vacant seat be filled where a general election is scheduled to occur within sixty (60) days of the date that a written application is presented to the Board.

F. All vacancies shall be filled within 60-days of any resignation or removal.

Section 7: Absences - Any Board Member who misses three (3) regularly scheduled consecutive Neighborhood Council Governing Board Meetings or, four (4) total Governing Board Meetings during any twelve (12) month period will be automatically removed from the Board. Each Council Board Member's absence shall be recorded in the Council's Meeting Minutes or other manner of Council record keeping. Upon missing the required number of Board Meetings for removal, the Council Presiding Officer shall notify the Board Member of the absences and place on the agenda the removal of the Board Member. At a regular or special Board meeting the Board shall determine the validity of the absences before taking action to remove the Board Member**.** Any meeting of the Neighborhood Council Governing Board, scheduled and noticed as per the Brown Act, where a quorum of the Board is present, shall constitute a meeting for the purpose of determining Board Member attendance.

Section 8: Censure - The Council can take action to publically reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Council Board meeting. Censures shall be placed on the agenda for discussion and action. Any Action must be discussed with the Office of the City Attorney prior to being placed on the agenda for discussion and action.

Section 9: Removal of Governing Board Members – The Council shall consult with the Office of the City Attorney throughout any Board removal process. Board members may be removed in the following ways:

A. **Petition by Stakeholders**– A Board member may be removed from office by the submission of a written petition to the Secretary, which includes: i) the identity of the Board member to be removed, ii) a description, in detail, of the reason for removal, and iii) the valid signatures of fifty (50) Stakeholders.

1. Upon receipt of a written petition for removal, the Secretary shall cause the matter to be placed on the agenda for a vote of the Board at the next regular Council meeting.

2. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board Members.

3. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of

the quorum, nor allowed to vote on the matter.

B. **Petition by Board** - A Board Member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws, Operating Procedures or Code of Conduct following a Board Member's submission to the Board of a petition which includes: i) the identity of the Board Member to be removed, ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person.

1. The petition shall be delivered simultaneously to all Board Members and the matter placed on the agenda and scheduled for a vote at the next regular Board Meeting.

2. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board Members.

3. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

4. The Board member being removed must first have been censured by the Board once for the same action before a Petition by the Board for removal shall be considered by the Council.

If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council's vacancy clause.

Section 10: Resignation – Any Board Member or Board Officer may resign at any time by submitting a written or electronic resignation to any Board Officer and one (1) other Board member or Officer, and that seat shall be filled in accordance with Section 6 of this Article.

Section 11: Community Outreach –

The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

In addition, the Board shall create, or shall cause to be created, a marketing plan to solicit participation from Stakeholders. The plan may include, for example, the creation of flyers, postcards, pamphlets and other related materials. It may also include e-mail blasts to various organizations including a regularly scheduled e-blast to local government officials and to the Chamber of Commerce, Neighborhood Watch, Home Owners' Association and other local organizations as determined by the Board.

Outreach also should be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.

ARTICLE VI OFFICERS

Section 1: Officers of the Board - The officers of the Board ("Officers") shall include the following positions which all together comprise the Executive Committee: President, Vice President, Secretary, and Treasurer.

Section 2: Duties and Powers - The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board:

A. The President shall act as the chief executive of the Council and shall preside at all Council meetings.

The President shall:
1. Be the Chairperson of the Board
2. Be an ex-officio member of all committees;
3. Be a member of and chair of the Executive committee;
4. Appoint, with the approval of the Board, the chairpersons of all committees
5. Act as the Spokesperson for the Council as an official representative to the public media unless otherwise designated
6. Notify the Department of all necessary information of all new Board members, and carry out whatever other duties may be required by the Department.

B. The Vice President shall:
1. Serve in place of the President if the President is unable to serve.
The Vice President shall:
2. Preside in absence of the President
3. Shall be the chairperson of the Elections Committee, and a member and a Vice Chair of the Executive Committee
4. Be the official time-keeper in all situations requiring time limitations

C. The Secretary shall keep minutes of all Board meetings. An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Board member, he or she shall not have any of the rights of a Board member, including the right to vote on matters before the Council.

The Secretary Shall:
1.Be responsible for the taking and preparation of the minutes for all meetings of the Board and to have the Minutes distributed to the Board in at least two (2) weeks after the Board meeting;
2. Post a notice of upcoming Board Meetings in at least one (1) publications tailored to reach the largest number of identifiable Stakeholders in the area.

3. Carry out other secretarial duties as may be or stated in these Bylaws such as keeping track of Ethics, Funding and Code of Conduct training compliance;
4. Shall be a member of the Executive Committee as well as the Outreach and Community Development Committee

D. The Treasurer shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the Council's Financial Management Plan and the Department's policies and procedures.

The Treasurer shall:
1. Be responsible to reconcile all funds expended by the North Hollywood Northeast Neighborhood Council
2. Receive and disburse all Council funds and give an account of finances at every regular meeting or upon request of any Board member;
3. Act as the President in absence of the President, Vice President and Secretary
4. Serve on the Executive Committee and be ~~a~~ member of the Budget and Appropriations Committee
5. Provide accounting statements or other reconciliation as required by the Department
6. Have other duties and responsibilities that are detailed in Article IX on Finances

Section 3: Selection of Officers -

Officer positions shall be filled every two (2) years at the first official Board meeting following their election or selection in Board election years, and at the subsequent one (1)-year anniversary mark of the Officers' election in Board non-election years.

Section 4: Officer Terms - The Officers shall serve two (2) year terms and serve at the pleasure of the Board. They may stand for reelection annually.

ARTICLE VII COMMITTEES AND THEIR DUTIES

All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

Section 1: Standing Committees – The Standing Committees of the Council are: The Executive Committee, the Budget and Finance Committee, The Outreach and Community Development Committee, The Planning and Land Use Committee, The Elections Committee, the Youth and Minority Development Committee, the Bylaws and Rules Committee.

Section 2: Ad Hoc Committees – The Board may create Ad Hoc Committees as needed to deal with temporary issues.

Section 3: Committee Creation and Authorization

A. **Committee Authority** - All committee recommendations shall be brought back to

the full Board for discussion and action.

B. **Committee Structure –** With the exception of the Executive Committee, Committee members shall be appointed by the President and ratified by the Board. Standing Committees shall be comprised of at least three (3) Board members and may include any interested Stakeholders. Ad Hoc Committees shall be comprised of three (3) or less Board members and may include any interested Stakeholders.

C. **Committee Appointment** – All Committee Chairs shall be appointed by the President and confirmed by the Board. Only those Committee members who are Board members are eligible to serve as Chairman of a committee. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.

D. **Committee Meetings** – Committee meetings are subject to and shall be conducted in accordance with the Brown Act. Minutes should should be taken at every Committee meeting.

E. **Changes to Committees** - The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes.

F. **Removal of Committee Members** – Committee members may be removed in the same manner in which they were appointed.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place - All meetings shall be held within the Council boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

A. **Regular Meetings** - Regular Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.

B. **Special Meetings** – The President or a majority of the Board shall be allowed to call a Special Council Meeting as needed.

Section 2: Agenda Setting –

The Executive Committee shall ratify the agenda for each the General Board Meeting at an executive committee meeting.

Only Board Members may request an item be put on the agenda. All agenda items shall have a Board Member sponsor.

Section 3: Notifications/Postings – Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. At a minimum, notice shall be posted at the Council's five (5) Public Notice Locations specified on the NC's agendas, on its website (if applicable) and emailed out to Stakeholders if the Council maintains such a database. Regular and Special meeting agendas shall also be emailed to the Department.

Section 4: Reconsideration

The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

a. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.

b. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred. The Council may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.

c. A Motion for Reconsideration may be proposed only by a member of the Board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").

d. The Moving Board Member may make the Motion for Reconsideration orally verbally
during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.

e. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.

f. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.

g. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

ARTICLE IX FINANCES

A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum finding allocation requirements.

B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.

C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.

D. Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.

E. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

F. The Council will not enter into any contracts or agreements except through the Department.

ARTICLE X ELECTIONS

Section 1: Administration of Election - The Neighborhood Council's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

Section 2: Governing Board Structure and Voting - The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age - All Community Stakeholders age 16 and above shall be entitled to vote in the Neighborhood Council Elections.

Section 4: Method of Verifying Stakeholder Status

Voters will verify their Stakeholder status through written self-affirmation.

Section 5: Restrictions on Candidates Running for Multiple Seats

A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

Section 6: Other Election Related Language

Any person seeking an Election to the Board must read and sign a statement that they have read and understood the Bylaws of the Council and shall submit to the Elections Committee a statement of one hundred (100) words maximum indicating why they desire to serve as a member of the Board.

ARTICLE XI GRIEVANCE PROCESS

A. Any grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed on the agenda for the next regular Council meeting.

B. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel.

C. Within two (2) weeks of the panel's selection, the Board shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance.

D. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting.

E. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at Council meetings.

F. The North Hollywood Northeast Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances. In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to the Department for consideration or dispute resolution in accordance with the Plan.

ARTICLE XII PARLIAMENTARY AUTHORITY

The Council shall use the:

Robert's rules of order when conducting Council meetings.

Additional rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board.

ARTICLE XIII AMENDMENTS

A. Any Board member may propose an amendment to these Bylaws by requesting that the Secretary place the item on the agenda.

B. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of a regular Council meeting.

C. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular Council meeting.

D. An amendment to these bylaws requires a two-thirds (2/3) of the Board members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.

E. Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.

Any Board member or Stakeholder may propose an amendment to these Bylaws. The Board shall forward all proposals to a Bylaws Committee to review and to provide recommendations to the Board.

ARTICLE XIV COMPLIANCE

The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, county, state and federal laws, including, without limitation, the Plan for Citywide System of Government (hereinafter referred to as "the Plan"), the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government Code Section 54950.5 et seq*.), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

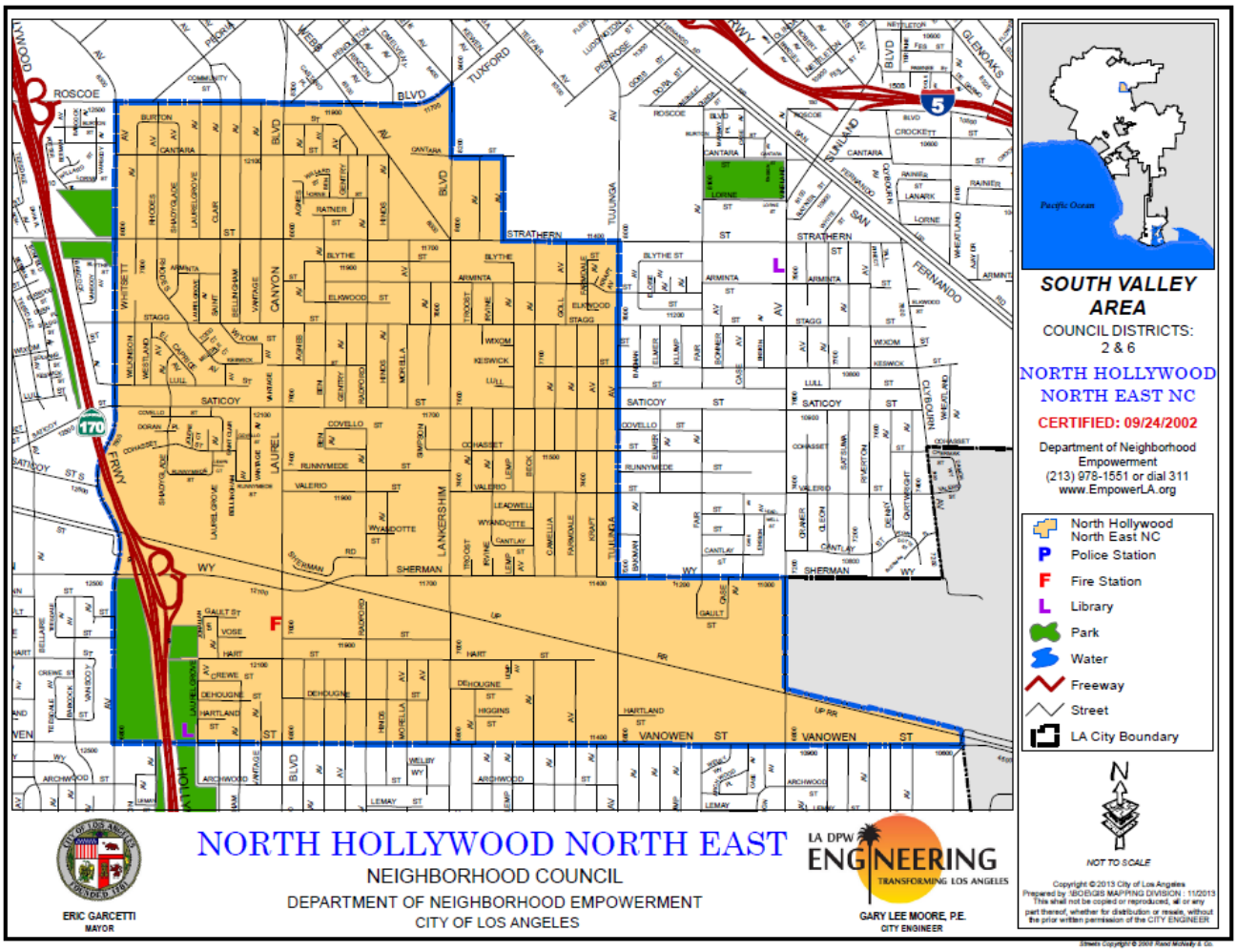
Section 1: Code of Civility – The Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner.

Section 2: Training – All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within forty-five (45) days of being seated, or

they will lose their Council voting rights.

Section 3: Self-Assessment – Every year, the Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A - Map of North Hollywood North East Neighborhood Council



ATTACHMENT B – Governing Board Structure and Voting
North Hollywood North East Neighborhood Council – 15 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Resident Seat Term: 4 Years	5	Elected	Stakeholder who is at least 18 years of age at the time of the election, who lives within the boundaries of the North Hollywood North East Neighborhood Council.	Stakeholder who is 16 years of age at the time of the election and who lives, works or owns property within boundaries of the North Hollywood North East Neighborhood Council.
Business Representative Seat Term: 4 Years	2	Elected	Stakeholder who is at least 18 years of age at the time of the election, who owns a business and may include the employee or volunteer of the business located within the boundaries of the North Hollywood North East Neighborhood Council.	Stakeholder who is 16 years of age at the time of the election and who lives, works or owns property within boundaries of the North Hollywood North East Neighborhood Council.
Community Based Organization Seat Term: 4 Years	2	Elected	Stakeholder who is at least 18 years of age at the time of the election, who is a member or volunteer at a community based organization or a worshiper at a faith-based group located within the boundaries of the North Hollywood North East Neighborhood Council.	Stakeholder who is 16 years of age at the time of the election and who lives, works or owns property within boundaries of the North Hollywood North East Neighborhood Council.
At Large Community Stakeholder Seat Term: 4 Years	4	Elected	Stakeholder who is 18 years of age at the time of the election and who lives, works or owns property within the boundaries of the North Hollywood North East Neighborhood Council.	Stakeholder who is 16 years of age at the time of the election and who lives, works or owns property within boundaries of the North Hollywood North East Neighborhood Council.
At Large Community Interest Stakeholder Seat Term: 4 Years	1	Elected	Stakeholder who is 16 years of age at the time of the election and who lives, works, owns property or claims a substantial and ongoing stake within boundaries of the North Hollywood North East Neighborhood Council.	Stakeholder who is 16 years of age at the time of the election and who lives, works, owns property or claims an ongoing stake within boundaries of the North Hollywood North East Neighborhood Council.
Youth Board Member	1	Appointed	Appointed	Stakeholder who is 14-18 years of age at the time of the appointment and who lives, works, or owns property within boundaries of the North Hollywood North East Neighborhood Council.

Subject: PRA #22157 Fwd: BCA Agenda Items
From: Kathleen Quinn <kathleen.quinn@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:17:22 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:18:03 AM GMT-07:00

---------- Forwarded message ----------
From: **LOKUBANDA TILLAKARATNE** [redacted]@ucla.edu>
Date: Tue, Mar 14, 2017 at 9:03 AM
Subject: Re: BCA Agenda Items
To: Pamela Cardillo [redacted]>, Niranjala Tillakaratne [redacted]m>, Kathleen Quinn <kathleen.quinn@lacity.org>

I am sorry Pamela I was late in sending this.

I am looking to see if you can add to the agenda a proposal I have regarding a 10ft clock tower on the Sepulveda median area. I have researched and find it may cost about $9000 to install. Since it is late for agenda of Thurs meeting, I guess I will just make it as a public comment at the meeting.

Tillak

On Sun, Mar 12, 2017 at 11:21 AM, Pamela Cardillo [redacted]> wrote:

> Hi--
> FYI.
> This is a DRAFT, 1st copy of the Agenda for Thursday nights meeting.
> I'm meeting with Kathleen to finalize this tomorrow at noon.
> We may add or subtract other items since I have lots of questions.
>
> -- Maybe adding the vacuum truck to pick up curb trash etc., as an example.
>
> Any questions, problems or suggestions, e me by tonite please by 10:00 pm..
>
> -- We will probably vote on some of this, so PLEASE attend!!
>
> Looking forward to our first meeting and getting things to move forward!!
>
> Wooo hoo
> Pamela
>
> DRAFT ONLY:
>
> 1) Discussion and Possible action to recommend funding for Graffiti Busters or local non-profit not to exceed $_____
> to complete maintenance on asphalt medians/curb trash collection on major streets within the NCs boundaries.
>
> 2) Discussion and possible action to recommend funding for __(vendor)_____ not to exceed $_____ for the purposes of Banners for existing street lights, along the Devonshire Corridor, on Devonshire, Sepulveda w to 405 Fwy. E.
>
> 3) Discussion and possible action to recommend Holiday decorations to

hang from poles across Devonshire. *(This may need to be addressed next fiscal year as it pertains to an event or time-period that will effect FY18-19)*

4) Discussion and possible action to recommend funding for _(vendor)___not to exceed $_____ for the purposes of providing T-shirts for the beautification committee volunteers to act as outreach as well as identifiers for volunteers.

5) Discussion and possible action to recommend funding for ordering supplies for Beautification Cleanups: snacks, water for volunteers not to exceed $_____ to be purchase at a local hardware store within the MHNC boundaries.

6) Discussion and possible action to recommend funding for ordering supplies for Beautification Cleanups: masks, goggles, hats, gloves and other MHNC Beautification and Cultural Affairs Committee supplies not to exceed $_____ to be purchase at a local hardware store within the MHNC boundaries.

7) Discussion and possible action to recommend buying tools for Cleanups not to exceed $_____ at a local hardware store within the MHNC boundaries such as:

-- Blower
-- Edger
-- Gasoline
-- Lawn mower

8) Discussion only DWP -- Landscape Median Water Support needed. Water has been turned off..

9) Discussion only regarding Shopping Cart locked wheel project.

10) Discussion and possible action on pursuing a grant from Republic Refuse Company for projects. *(keep in mind the Council Office may need to accept the grant on MHNC's behalf as NCs cannot receive donations. For further information, contact Atzi Camerena of the Clerk's NC Funding program)*

10) Discussion and possible action: regarding the need for the landscaped median from Devonshire to Lassen on Sepulveda to be re-landscaped; remove old grass; replace with rocks or other materials and to possible lights on trees.

11) Discussion and possible action: regarding funds received from the City' Clean Streets Campaign and using these funds to implement trees (Cedar Deodora's) lining the Devonshire n and s Corridor from Woodman e to Arleta.
Discuss other available funding.

Let me know if I can assist with anything else. Thanks!

On Fri, Mar 10, 2017 at 1:20 PM, Ricky Work [redacted] > wrote:

> Hi Kathleen,

Would you be able to help Pamela on the agenda language with these items?

Best,

Ricky

Sent from my iPhone

Begin forwarded message:

From: Pamela Cardillo [redacted]
Date: March 10, 2017 at 12:58:16 PM PST
To: Ricky Angel [redacted]
Subject: BCA Agenda Items

Here--
Need proper wording for Agenda.
Lmk what you think..

> --1) Discussion & possible action on the hiring of N/E Grafetti Busters or any other non profit organization to perform maintenance on the Asphalt Medians and curb trash collection on major MH streets, weed maintenance, and small tree maintenance etc.

We need a minimum of a 5 day turn around time.

> -- Costs to be reverified today hopefully.
> -- 8 hrs of work 1 day month =$600.00 x 2 employees = $1200.
>
> Or 2 days a month =$2,400.00
>
> Commencing 4/1 -6/1=$7,200.00
>
> This is a rough estimate..
>
> --2) Discussion and possible action on implementation of Banners on existing street lights, along the Devonshire Corridor, on Devonshire, Sepulveda w to 405 Fwy. E. Costs to be communicated by

Friday, Mar. 10. These banners will be up all year around..

Can be used for the following embellishments:
-- Thanksgiving light attachments
-- Christmas light attachments

--3) Christmas Decorations that hang from pole to pole across Devonshire, as described above..

4) Discussion and possible action on Tee Shirt reordering.

5) Discussion and possible action on ordering supplies for Beautification Cleanups: snacks, water support, masks, goggles, hats, gloves etc..

6) Discussion and possible action on buying much needed tools for Cleanups:
-- Blower
-- Edger
-- Gasoline
-- Lawn mower

--7) DWP -- Landscape Median Water Support needed. Water has been turned off..

--8) Shopping Cart locked wheel project.

--9) Discussion and Possible action on obtaining a grant from Republic Refuse Company for projects. I have to discuss this today with Karen Martin..

--10) Discussion and possible action:
We need the landscaped median from Devonshire s to Lassen m on Sepulveda re-landscaped; remove old grass; replace with rocks or? And lights on trees..

Lmk what you think. The proper wording is necessary!!

Regards
Pamela

Sent from my iPhone

On Mar 8, 2017, at 1:39 PM, Pamela Cardillo <pamela.healingbodyshop@gmail.com> wrote:

> Hi Kathleen--
> Cool!!
> Thank you!!
>
> Wait til you hear our agenda!!
> WOW.
> Yes, already working on it..
>
> Regards
> Pamela
>
> Sent from my iPhone
>
> On Mar 7, 2017, at 1:23 PM, Kathleen Quinn <kathleen.quinn@lacity.org> wrote:
>
> > Hello Pamela,
> >
> > Congratulations on becoming the new Beautification Committee Chair! To get you settled in your new role, I have attached a template that you can use for your first meeting. Please replace the **information in blue** with the new information relative to your Committee.
> >
> > As a heads up, you must post your Committee meeting at the

physical location **72-hour in advance of the meeting** to meet the requirements of the Brown Act. This should include the legal language on the second page of the agenda. Send your agenda in PDF format to ncsupport@empowerla.org. Also, please send to Ricky so that he can blast out to the NCs contacts as well.

All meetings of the Committees are advisory to the full board and should provide recommendations to the Board so that they can make informed decisions on matter pertaining to Beautification and Cultural Affairs.

Here are some useful contacts that may assist you in your new role:

LA Sanitation

Board of Public Works

Bureau of Street Services

Council District 7 Staff

Department of Cultural Affairs

Mayor Garcetti's Great Streets

I encourage you to have a meeting **within the month** and be ready to

present a report at the next General Board Meeting on April 3rd.

Please feel free to contact me if you have any questions.

--

Kathleen Quinn

Project Coordinator

"Be humble. Maintain integrity. Work hard."

Department of Neighborhood Empowerment

14410 Sylvan St. 4th Floor
Los Angeles, CA 91401
Office | 818-374-9893 Fax | 213-978-1751
Email | kathleen.quinn@lacity.org
Web | www.EmpowerLA.org

Empower Yourself. Empower Your Community. Empower LA.

<TEMPLATE MHNC Beautification and Cultural Affairs Committee MTG.docx>

--

Kathleen Quinn

Project Coordinator

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Subject: PRA #22157 Fwd: NHNENC - Copies
From: Kathleen Quinn <kathleen.quinn@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:17:57 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:18:38 AM GMT-07:00

---------- Forwarded message ----------
From: **Kathleen Quinn** <kathleen.quinn@lacity.org>
Date: Thu, Mar 16, 2017 at 5:46 PM
Subject: NHNENC - Copies
To: Michael Menjivar <[redacted]@ucla.edu>

Hello Michael,

It was a pleasure speaking with you on the phone this afternoon. As a heads up, I haven't heard from you regarding the copies, so FYI I'm on my way out of the office now.

See you soon!

--

Kathleen Quinn

Project Coordinator

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--

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Subject: PRA #22157 Fwd: Bylaws NHNENC
From: Kathleen Quinn <kathleen.quinn@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:18:31 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:19:13 AM GMT-07:00

---------- Forwarded message ----------
From: **Kathleen Quinn** <kathleen.quinn@lacity.org>
Date: Tue, Mar 21, 2017 at 10:41 AM
Subject: Re: Bylaws NHNENC
To: Michael Menjivar [redacted]@[redacted].ucla.edu>
Cc: Semee Park <Semee.Park@lacity.org>

Hello Michael,

Thank you for following up. Please see attached. Thank you for the reminder!

On Mon, Mar 20, 2017 at 9:53 PM, Michael Menjivar [redacted]@[redacted].ucla.edu> wrote:

> Hi Kathleen,
>
> Do you have a word document of the bylaws you can send me? I'm hoping to avoid having to type up the full document from scratch.
>
> Thanks,
> Michael
>
> --
> Michael Menjivar
> Account Manager | Avisare
> www.avisare.com
> The Universal Supplier Management Portal
> Twitter | Linkedin | Facebook
>
> o: 310-626-1146
> c: [redacted]
> e: michael.menjivar@avisare.com
> La Kretz Innovation Center | 525 S Hewitt Street. | Los Angeles, CA | 90013

--

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NORTH HOLLYWOOD NORTH EAST NEIGHBORHOOD COUNCIL BYLAWS

APPROVED: NOVEMBER 1, 2016

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ATTACHMENT A – Map of Neighborhood Council

ATTACHMENT B - Governing Board Structure and Voting

ARTICLE I NAME

The name of this Neighborhood Council shall be the North Hollywood North East Neighborhood Council ("Council").

ARTICLE II PURPOSE

Principles of Governance - The purpose of the Council is to participate as a body on issues concerning our neighborhood and regarding the governance of the City of Los Angeles ("City") in a transparent, inclusive, collaborative, accountable and viable manner.

A. The **MISSION** of the Council is:
   1. To act as A forum for discussion and review of community issues and projects
   2. To monitor the delivery of City services in the North Hollywood Northeast Neighborhood Council geographic area;
   3. To work with other organizations in North Hollywood and the surrounding areas which want to help accomplish their objectives or projects, and which the North Hollywood Northeast Neighborhood Council desires to support that benefit the Council; and
   4. To engage in such other activities for the betterment of North Hollywood Northeast Boundaries

B. The **POLICY** of the Council is:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council;

2. To remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and committee members, as hereinafter set forth;

3. To utilize the Early Notification System (ENS) to inform the Council and Community Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision-making process;

4. To encourage all Stakeholders to participate in activities of the Council;

5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, or political affiliation; and

6. To have fair, open, and transparent procedures for the conduct of all Council business.

ARTICLE III BOUNDARIES

The Council covers a geographic area described below.

Section 1: Boundary Description - The boundaries include the boundaries of adjacent Neighborhood Councils and include those areas of the City within the following lines of demarcation:

A. North –
1. Roscoe Boulevard between Whitsett Avenue and Lankershim Boulevard;
2. Cantara Street between Lankershim Boulevard and Irvine Avenue;
3. Strathern Street between Irvine Avenue and Tujunga Avenue;
4. Sherman Way between Tujunga Avenue and Vineland Avenue;
5. Along Burbank city lines between Vineland Avenue and Clybourn Avenue.

B. **East** –
1. Lankershim Boulevard between Roscoe Boulevard and Cantara Street;
2. Irvine Avenue between Cantara Street and Strathern Street;
3. Tujunga Avenue between Strathern Street and Sherman Way;
4. Vineland Avenue between Sherman Way and Burbank city lines; and
5. Clybourn Avenue between Burbank city lines and Vanowen Street.

C. **South** –
1. Vanowen Street between Whitsett Avenue and Burbank city lines.

D. **West** –
1. Whitsett Avenue between Vanowen Street and Roscoe Boulevard.

The boundaries of the Council are set forth in Attachment A - Map of North Hollywood Northeast Neighborhood Council.

Section 2: Internal Boundaries - Not applicable.

ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. "Stakeholders" shall be defined as those who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

ARTICLE V GOVERNING BOARD

The Board of Directors ("the Board") shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils ("the Plan").

Section 1: Composition - The Board shall consist of *fifteen (15)* Stakeholders elected, selected or appointed by the Board and/or Community Stakeholders. The composition of the Board shall be as follows:

A. **Resident Stakeholder Board Members (5*)*** –includes residential property owners and renters who reside in this Council area. Open to Stakeholders eighteen (18) years of age or older who own or rent a residence and which is located within the NC boundaries.

B. **Business Stakeholder Board Members (2)** – Open to Stakeholders eighteen (18) years of age or older who work or own a business or business property within the NC boundaries, includes owners who have City business licenses.

C. **Organizational Stakeholder Board Members (2)** – Open to Stakeholders eighteen (18) years of age or older who participate in a religious institution, educational institution, community organization, non-profit organization, neighborhood association, school/parent group, faith based group, senior group, youth group, arts association, service organization, boys or girls club, cultural group, or environmental group within the NC boundaries.

D. **At-Large Stakeholder Board Members (5)** - Open to Stakeholders at least eighteen (18) years of age.
1. At-Large Community Stakeholder – four (4) seats
2. At-Large Community Interest Stakeholder - one (1) seat

E. **Youth Board Member (1)** – Open to Stakeholders between the ages of fourteen (14) and eighteen (18). If less than eighteen (18) years of age, the Youth Board member shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations to enter into contracts.

No single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment ("Department").

Section 2: Quorum - The quorum shall be seven (7) members of the Board. No floating quorums are allowed.

Section 3: Official Actions - A simple majority vote by the Board members present not including abstentions at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.

Section 4: Terms and Term Limits - Board members shall serve a: Four year staggered term (with exception of the youth seat which will be on a two-year term commencing after being seated.) Board members may only serve eight (8) consecutive years on the Board.

The Board shall maintain a list of Board Members and their corresponding seats based on the following:

Round A	**Round B**
Resident Member Seat 1	Resident member Seat 2

Resident Member Seat 3
Resident Member Seat 5
Business Member Seat 1
Community Based Organization Seat 1
At Large Member Seat 1
At-Large Member Seat 3
At-Large Member Seat 4
Resident Member Seat 4
Business Member Seat 2
Community- Based Organization Seat 2
At-Large Member Seat 2
At Large Community Interest Stakeholder
At-Large Youth Stakeholder

Section 5: Duties and Powers - The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by these bylaws or by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board. In addition, all board members are accountable and responsible for the proper expenditure of public funds

Section 6: Vacancies – Vacancies on the Board shall be filled using the following procedure:

Board Fills Vacancies

A. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application prescribed by the Board to the Secretary.

B. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.

C. The Board shall vote on the application at the meeting. If multiple applications for one seat have been submitted, the candidate with the most votes wins.

D. The candidate who wins shall fill the remaining term of the Board seat unless an election or selection occurs sooner.

E. In no event shall a vacant seat be filled where a general election is scheduled to occur within sixty (60) days of the date that a written application is presented to the Board.

F. All vacancies shall be filled within 60-days of any resignation or removal.

Section 7: Absences - Any Board Member who misses three (3) regularly scheduled consecutive Neighborhood Council Governing Board Meetings or, four (4) total Governing Board Meetings during any twelve (12) month period will be automatically removed from the Board. Each Council Board Member's absence shall be recorded in the Council's Meeting Minutes or other manner of Council record keeping. Upon missing the required number of

Board Meetings for removal, the Council Presiding Officer shall notify the Board Member of the absences and place on the agenda the removal of the Board Member. At a regular or special Board meeting the Board shall determine the validity of the absences before taking action to remove the Board Member**.** Any meeting of the Neighborhood Council Governing Board, scheduled and noticed as per the Brown Act, where a quorum of the Board is present, shall constitute a meeting for the purpose of determining Board Member attendance.

Section 8: Censure - The Council can take action to publically reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Council Board meeting. Censures shall be placed on the agenda for discussion and action. Any Action must be discussed with the Office of the City Attorney prior to being placed on the agenda for discussion and action.

Section 9: Removal of Governing Board Members – The Council shall consult with the Office of the City Attorney throughout any Board removal process. Board members may be removed in the following ways:

A. **Petition by Stakeholders**– A Board member may be removed from office by the submission of a written petition to the Secretary, which includes: i) the identity of the Board member to be removed, ii) a description, in detail, of the reason for removal, and iii) the valid signatures of fifty (50) Stakeholders.

1. Upon receipt of a written petition for removal, the Secretary shall cause the matter to be placed on the agenda for a vote of the Board at the next regular Council meeting.

2. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board Members.

3. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

B. **Petition by Board** - A Board Member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws, Operating Procedures or Code of Conduct following a Board Member's submission to the Board of a petition which includes: i) the identity of the Board Member to be removed, ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person.

1. The petition shall be delivered simultaneously to all Board Members and the matter placed on the agenda and scheduled for a vote at the next regular Board Meeting.

2. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board Members.

3. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

4. The Board member being removed must first have been censured by the Board once for the same action before a Petition by the Board for removal shall be considered by the Council.

If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council's vacancy clause.

Section 10: Resignation – Any Board Member or Board Officer may resign at any time by submitting a written or electronic resignation to any Board Officer and one (1) other Board member or Officer, and that seat shall be filled in accordance with Section 6 of this Article.

Section 11: Community Outreach –

The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

In addition, the Board shall create, or shall cause to be created, a marketing plan to solicit participation from Stakeholders. The plan may include, for example, the creation of flyers, postcards, pamphlets and other related materials. It may also include e-mail blasts to various organizations including a regularly scheduled e-blast to local government officials and to the Chamber of Commerce, Neighborhood Watch, Home Owners' Association and other local organizations as determined by the Board.

Outreach also should be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.

ARTICLE VIOFFICERS

Section 1: Officers of the Board - The officers of the Board ("Officers") shall include the following positions which all together comprise the Executive Committee: President, Vice President, Secretary, and Treasurer.

Section 2: Duties and Powers - The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board:

A. The President shall act as the chief executive of the Council and shall preside at all Council meetings.

The President shall:
1. Be the Chairperson of the Board
2. Be an ex-officio member of all committees;

3. Be a member of and chair of the Executive committee;
4. Appoint, with the approval of the Board, the chairpersons of all committees
5. Act as the Spokesperson for the Council as an official representative to the public media unless otherwise designated
6. Notify the Department of all necessary information of all new Board members, and carry out whatever other duties may be required by the Department.

B. The Vice President shall:
1. Serve in place of the President if the President is unable to serve.
The Vice President shall:
2. Preside in absence of the President
3. Shall be the chairperson of the Elections Committee, and a member and a Vice Chair of the Executive Committee
4. Be the official time-keeper in all situations requiring time limitations

C. The Secretary shall keep minutes of all Board meetings. An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Board member, he or she shall not have any of the rights of a Board member, including the right to vote on matters before the Council.

The Secretary Shall:
1.Be responsible for the taking and preparation of the minutes for all meetings of the Board and to have the Minutes distributed to the Board in at least two (2) weeks after the Board meeting;
2. Post a notice of upcoming Board Meetings in at least one (1) publications tailored to reach the largest number of identifiable Stakeholders in the area.
3. Carry out other secretarial duties as may be or stated in these Bylaws such as keeping track of Ethics, Funding and Code of Conduct training compliance;
4. Shall be a member of the Executive Committee as well as the Outreach and Community Development Committee

D. The Treasurer shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the Council's Financial Management Plan and the Department's policies and procedures.

The Treasurer shall:
1. Be responsible to reconcile all funds expended by the North Hollywood Northeast Neighborhood Council
2. Receive and disburse all Council funds and give an account of finances at every regular meeting or upon request of any Board member;
3. Act as the President in absence of the President, Vice President and Secretary
4. Serve on the Executive Committee and be ~~a~~ member of the Budget and Appropriations Committee
5. Provide accounting statements or other reconciliation as required by the Department
6. Have other duties and responsibilities that are detailed in Article IX on Finances

Section 3: Selection of Officers -

Officer positions shall be filled every two (2) years at the first official Board meeting following their election or selection in Board election years, and at the subsequent one (1)-year anniversary mark of the Officers' election in Board non-election years.

Section 4: Officer Terms - The Officers shall serve two (2) year terms and serve at the pleasure of the Board. They may stand for reelection annually.

ARTICLE VIICOMMITTEES AND THEIR DUTIES

All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

Section 1: Standing Committees – The Standing Committees of the Council are: The Executive Committee, the Budget and Finance Committee, The Outreach and Community Development Committee, The Planning and Land Use Committee, The Elections Committee, the Youth and Minority Development Committee, the Bylaws and Rules Committee.

Section 2: Ad Hoc Committees – The Board may create Ad Hoc Committees as needed to deal with temporary issues.

Section 3: Committee Creation and Authorization

A. **Committee Authority** - All committee recommendations shall be brought back to the full Board for discussion and action.

B. **Committee Structure** – With the exception of the Executive Committee, Committee members shall be appointed by the President and ratified by the Board. Standing Committees shall be comprised of at least three (3) Board members and may include any interested Stakeholders. Ad Hoc Committees shall be comprised of three (3) or less Board members and may include any interested Stakeholders.

C. **Committee Appointment** – All Committee Chairs shall be appointed by the President and confirmed by the Board. Only those Committee members who are Board members are eligible to serve as Chairman of a committee. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.

D. **Committee Meetings** – Committee meetings are subject to and shall be conducted in accordance with the Brown Act. Minutes should should be taken at every Committee meeting.

E. **Changes to Committees** - The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes.

F. **Removal of Committee Members** – Committee members may be removed in the same manner in which they were appointed.

ARTICLE VIIIMEETINGS

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq*.), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place - All meetings shall be held within the Council boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

A. **Regular Meetings** - Regular Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.

B. **Special Meetings** – The President or a majority of the Board shall be allowed to call a Special Council Meeting as needed.

Section 2: Agenda Setting –

The Executive Committee shall ratify the agenda for each the General Board Meeting at an executive committee meeting.

Only Board Members may request an item be put on the agenda. All agenda items shall have a Board Member sponsor.

Section 3: Notifications/Postings – Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. At a minimum, notice shall be posted at the Council's five (5) Public Notice Locations specified on the NC's agendas, on its website (if applicable) and emailed out to Stakeholders if the Council maintains such a database. Regular and Special meeting agendas shall also be emailed to the Department.

Section 4: Reconsideration

The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

a. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.

b. The Motion for Reconsideration must be brought, and the Board's approval of

a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred. The Council may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.

c. A Motion for Reconsideration may be proposed only by a member of the Board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").

d. The Moving Board Member may make the Motion for Reconsideration orally - verbally
during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.

e. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.

f. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.

g. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

ARTICLE IX FINANCES

A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum finding allocation requirements.

B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.

C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.

D. Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.

E. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

F. The Council will not enter into any contracts or agreements except through the Department.

ARTICLE X ELECTIONS

Section 1: Administration of Election - The Neighborhood Council's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

Section 2: Governing Board Structure and Voting - The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age - All Community Stakeholders age 16 and above shall be entitled to vote in the Neighborhood Council Elections.

Section 4: Method of Verifying Stakeholder Status

Voters will verify their Stakeholder status through written self-affirmation.

Section 5: Restrictions on Candidates Running for Multiple Seats

A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

Section 6: Other Election Related Language

Any person seeking an Election to the Board must read and sign a statement that they have read and understood the Bylaws of the Council and shall submit to the Elections Committee a statement of one hundred (100) words maximum indicating why they desire to serve as a member of the Board.

ARTICLE XI GRIEVANCE PROCESS

A. Any grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed on the agenda for the next regular Council meeting.

B. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel.

C. Within two (2) weeks of the panel's selection, the Board shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance.

D. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting.

E. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at Council meetings.

F. The North Hollywood Northeast Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances. In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to the Department for consideration or dispute resolution in accordance with the Plan.

ARTICLE XII PARLIAMENTARY AUTHORITY

The Council shall use the:

Robert’s rules of order when conducting Council meetings.

Additional rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board.

ARTICLE XIII AMENDMENTS

A. Any Board member may propose an amendment to these Bylaws by requesting that the Secretary place the item on the agenda.

B. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of a regular Council meeting.

C. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular Council meeting.

D. An amendment to these bylaws requires a two-thirds (2/3) of the Board members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.

E. Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.

Any Board member or Stakeholder may propose an amendment to these Bylaws. The Board shall forward all proposals to a Bylaws Committee to review and to provide recommendations to the Board.

ARTICLE XIV COMPLIANCE

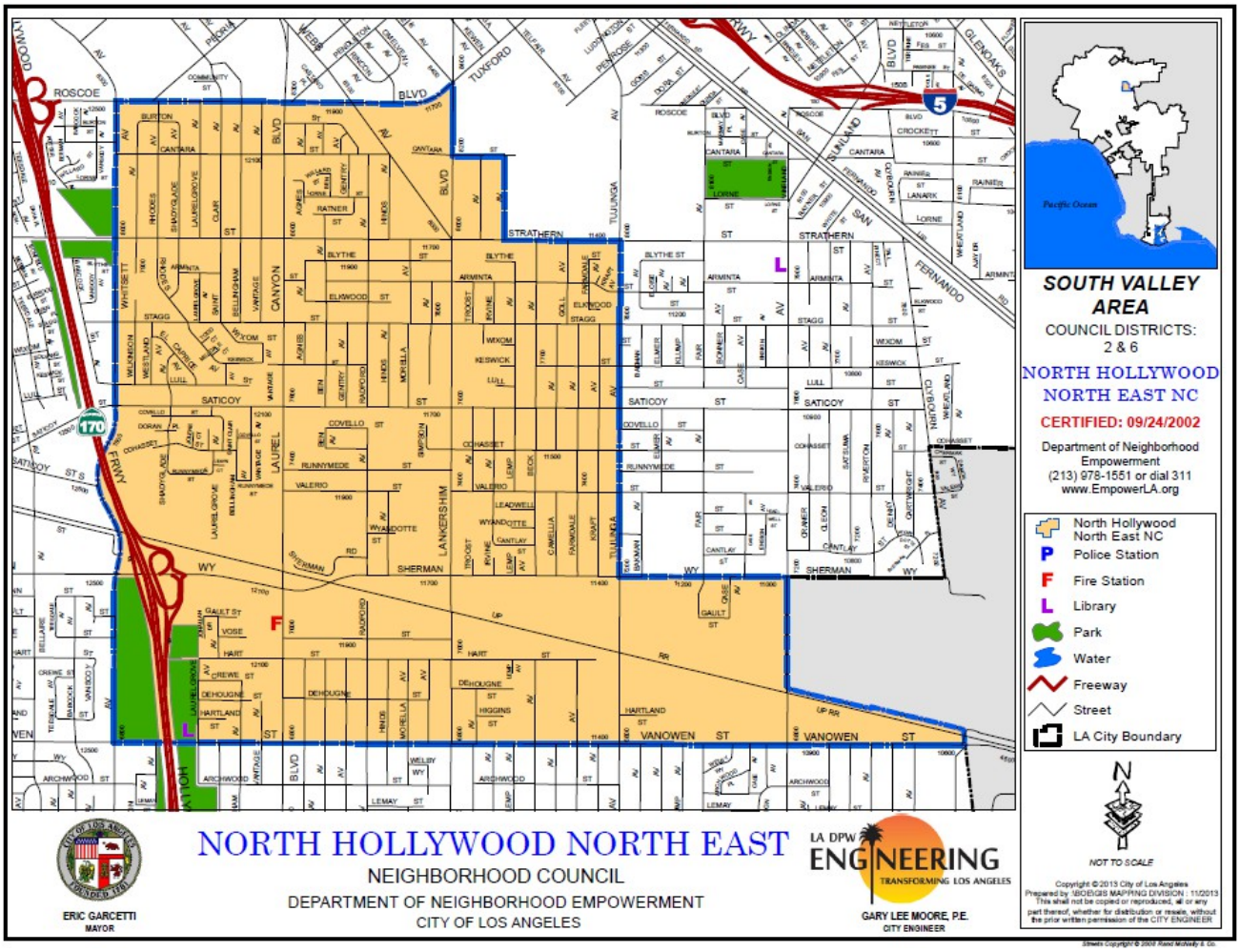
The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, county, state and federal laws, including, without limitation, the Plan for Citywide System of Government (hereinafter referred to as "the Plan"), the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government Code Section 54950.5 et seq*.), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1: Code of Civility – The Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner.

Section 2: Training – All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within forty-five (45) days of being seated, or they will lose their Council voting rights.

Section 3: Self-Assessment – Every year, the Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A - Map of North Hollywood North East Neighborhood Council


SOUTH VALLEY AREA
COUNCIL DISTRICTS: 2 & 6
NORTH HOLLYWOOD NORTH EAST NC
CERTIFIED: 09/24/2002
Department of Neighborhood Empowerment
(213) 978-1551 or dial 311
www.EmpowerLA.org
North Hollywood North East NC
Police Station
Fire Station
Library
Park
Water
Freeway
Street
LA City Boundary
NOT TO SCALE
NORTH HOLLYWOOD NORTH EAST
NEIGHBORHOOD COUNCIL
DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT
CITY OF LOS ANGELES
ERIC GARCETTI
MAYOR
LA DPW
ENGINEERING
TRANSFORMING LOS ANGELES
GARY LEE MOORE, P.E.
CITY ENGINEER

ATTACHMENT B – Governing Board Structure and Voting
North Hollywood North East Neighborhood Council – 15 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Resident Seat Term: 4 Years	5	Elected	Stakeholder who is at least 18 years of age at the time of the election, who lives within the boundaries of the North Hollywood North East Neighborhood Council.	Stakeholder who is 16 years of age at the time of the election and who lives, works or owns property within boundaries of the North Hollywood North East Neighborhood Council.
Business Representative Seat Term: 4 Years	2	Elected	Stakeholder who is at least 18 years of age at the time of the election, who owns a business and may include the employee or volunteer of the business located within the boundaries of the North Hollywood North East	Stakeholder who is 16 years of age at the time of the election and who lives, works or owns property within boundaries of the North Hollywood North East Neighborhood Council.
Community Based Organization Seat Term: 4 Years	2	Elected	Stakeholder who is at least 18 years of age at the time of the election, who is a member or volunteer at a community based organization or a worshiper at a faith-based group located within the boundaries of the North Hollywood North East Neighborhood Council.	Stakeholder who is 16 years of age at the time of the election and who lives, works or owns property within boundaries of the North Hollywood North East Neighborhood Council.
At Large Community Stakeholder Seat Term: 4 Years	4	Elected	Stakeholder who is 18 years of age at the time of the election and who lives, works or owns property within the boundaries of the North Hollywood North East Neighborhood Council.	Stakeholder who is 16 years of age at the time of the election and who lives, works or owns property within boundaries of the North Hollywood North East Neighborhood Council.
At Large Community Interest Stakeholder Seat Term: 4 Years	1	Elected	Stakeholder who is 16 years of age at the time of the election and who lives, works, owns property or claims a substantial and ongoing stake within boundaries of the North Hollywood North East Neighborhood Council.	Stakeholder who is 16 years of age at the time of the election and who lives, works, owns property or claims an ongoing stake within boundaries of the North Hollywood North East Neighborhood Council.
Youth Board Member	1	Appointed	Appointed	Stakeholder who is 14-18 years of age at the time of the appointment and who lives, works, or owns property within boundaries of the North Hollywood North East Neighborhood Council.

Subject: PRA Case# 22157 Fwd: Amended Bylaws
From: Kathleen Quinn <kathleen.quinn@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:20:16 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:20:57 AM GMT-07:00

---------- Forwarded message ----------
From: **Kathleen Quinn** <kathleen.quinn@lacity.org>
Date: Tue, May 2, 2017 at 3:09 PM
Subject: Re: Amended Bylaws
To: Michael Menjivar [redacted]@[redacted].ucla.edu>, ncsupport@lacity.org
Cc: Emoscoso@nhnenc.org, semee.park@lacity.org

Hello Michael,

Your Bylaw Amendment has been received.

On Tue, May 2, 2017 at 2:19 PM Michael Menjivar <[redacted]@[redacted].ucla.edu> wrote:

> Hello,
>
> I want to follow-up on my original email regarding the North Hollywood North East's proposed bylaws changes. May I confirm receipt of the previously attached documents? Please let us know of next steps.
>
> Thank you!
> Michael Menjivar
>
> On Mon, Apr 24, 2017 at 2:17 PM, Michael Menjivar [redacted]@[redacted]ucla.edu> wrote:
>
> > Hello,
> >
> > The North Hollywood North East Neighborhood Council on Thursday, April 20th, voted to amend the bylaws. Attached you will find the amendment application, the board vote form, and the a word document of the bylaws with the proposed changes view-able through the "track changes" function.
> >
> > Please let me know of what next steps are. You will see that we are not proposing significant changes to the bylaws, as we are only pursuing language clarification and simplification.
> >
> > Thank you,
> > Michael Menjivar
> > Treasurer, and acting Chair of the Bylaws Committee
> > North Hollywood North East NC
> >
> > --
> > Michael Menjivar
> > Account Manager | Avisare
> > www.avisare.com
> > The Universal Supplier Management Portal
> > Twitter | Linkedin | Facebook
> >
> > o: 310-626-1146
> > c: [redacted]
> > e: michael.menjivar@avisare.com
> > La Kretz Innovation Center | 525 S Hewitt Street. | Los Angeles, CA | 90013

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Michael Menjivar
Account Manager | Avisare
www.avisare.com
The Universal Supplier Management Portal
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o: 310-626-1146
c: [redacted]
e: michael.menjivar@avisare.com
La Kretz Innovation Center | 525 S Hewitt Street. | Los Angeles, CA | 90013
--

Kathleen Quinn

Project Coordinator

"Be humble. Maintain integrity. Work hard."

Department of Neighborhood Empowerment

14410 Sylvan St. 4th Floor
Los Angeles, CA 91401
Office | 818-374-9893 Fax | 213-978-1751
Email | kathleen.quinn@lacity.org Web | www.EmpowerLA.org

Empower Yourself. Empower Your Community. Empower LA.

--

Kathleen Quinn

Project Coordinator

"Be humble. Maintain integrity. Work hard."

Department of Neighborhood Empowerment

14410 Sylvan St. 4th Floor
Los Angeles, CA 91401
Office | 818-374-9893 Fax | 213-978-1751
Email | kathleen.quinn@lacity.org Web | www.EmpowerLA.org

Empower Yourself. Empower Your Community. Empower LA.

Subject: PRA Case# 22157 Fwd: Funding NPG Request, North Hollywood North East
From: Kathleen Quinn <kathleen.quinn@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:23:30 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:24:12 AM GMT-07:00

---------- Forwarded message ----------
From: **Michael Menjivar** [redacted]@[redacted].ucla.edu>
Date: Thu, Jun 1, 2017 at 1:32 PM
Subject: Re: Funding NPG Request, North Hollywood North East
To: NC Support <ncsupport@lacity.org>
Cc: "done.funding@lacity.org" <cityclerk.funding@lacity.org>, Kathleen Quinn <kathleen.quinn@lacity.org>, Janet Hernandez <janet.a.hernandez@lacity.org>, Melvin Canas <melvin.canas@lacity.org>

Thank you! I also attached a separate funding request for a film series in collaboration with Councilmember Krekorian's office. I have attached it here as well.

Please let me know if there are any questions.

All the best,
Michael Menjivar
[redacted]

On Thu, Jun 1, 2017 at 1:16 PM, NC Support <ncsupport@lacity.org> wrote:

> Dear Neighborhood Council,
>
> Thank you for your email. Your email is being forwarded to City Clerk NC Funding Program to assist you.
>
> ---------- Forwarded message ----------
> From: **Michael Menjivar** [redacted]@[redacted].ucla.edu>
> Date: Thu, Jun 1, 2017 at 11:56 AM
> Subject: Funding NPG Request, North Hollywood North East
> To: empowerla.funding@lacity.org, Janet Hernandez <janet.a.hernandez@lacity.org>, Melvin Canas <melvin.canas@lacity.org>, ncsupport@empowerla.org
> Cc: Ernie Moscoso [redacted]>
>
> Hello,
>
> Please find the attached file which contains the completed NPG application for the Village Family Services through the North Hollywood North East Neighborhood Council. We recognize this is likely a busy time but appreciate the timeliness of letting us know if anything is missing in order to approve the request.
>
> Thank you,
> Michael Menjivar
>
> --
> Michael Menjivar
> Account Manager | Avisare
> www.avisare.com
> The Universal Supplier Management Portal

Twitter | Linkedin | Facebook

o: 310-626-1146
c: [redacted]
e: michael.menjivar@avisare.com
La Kretz Innovation Center | 525 S Hewitt Street. | Los Angeles, CA | 90013

--
Best Regards,
NC Support Team

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

NEIGHBORHOOD COUNCILS
EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT

Empower Yourself. Empower Your Community. Empower LA.

EMPOWERLA LEADERSHIP ACADEMY

--
Michael Menjivar
Account Manager | Avisare
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The Universal Supplier Management Portal
Twitter | Linkedin | Facebook

o: 310-626-1146
[redacted]
e: michael.menjivar@avisare.com
La Kretz Innovation Center | 525 S Hewitt Street. | Los Angeles, CA | 90013

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Kathleen Quinn

Project Coordinator

"Be humble. Maintain integrity. Work hard."

Department of Neighborhood Empowerment

14410 Sylvan St. 4th Floor
Los Angeles, CA 91401
Office | 818-374-9893 Fax | 213-978-1751
Email | kathleen.quinn@lacity.org Web | www.EmpowerLA.org

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Office of the City Clerk Administrative Services Division
Neighborhood Council Funding Section
Funding Request Form

NC NAME: North Hollywood Northeast

Budget Fiscal Year: 2016-2017

Meeting Date: 5.18.17

Agenda Item: 8

Requestor: Hortensia Goodman #703

Vendor: International Film Festival Worlds

Address: 2430 Ocean View Ave

City: LA **State:** Ca

Zip Code: 90057 **Phone:** 347 834-3980

Amount:$ 2560

of payments —

☐ Operations ☒ Outreach ☐ NC Sponsored Event ☐ Neighborhood Puspose Grant
☐ Contract / Lease ☐ Board Member Reimbursement ☐ Community Improvement Project
☐ Out of State ☐ 1099 Expense ☐ One Time Expense ☐ Monthly ☐ Multiple

If a bank card exemption of the daily $2,500 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted:

Public Benefit Description

Film Festival ✓

Summer Movies Seris at Valley Plaza park Sponsored by CD 2 Paul Krikorian The Council will set up a booth to engage the community

Vote Count (Continued on page 2 if more than 20 Board Members)

*Recused-Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.

Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
Ernest Moscoso	President	✓					
Chuck Loring	Vice President						
Ellen Oganesyan							
Michael Menjivar	Treasurer	✓					
Jack Lindblad	Secretary	✓					
J. Eric Freedner			✓				
Ashot Oganesyan						✓	
Salvador Guerrero		✓					
Judy Harris		✓					
Michael Coleman		✓					
Shekine Ford		✓					
NC Quorum: 7	**Grand Total (including page 2):**	7	2	0	0	1	0

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action.

Once the Department approves a Funding Request submitted, the Department will transfer the requested amount into the Neighborhood Council's checking account automatically, i.e. no additional Cash Request Form is required.

Treasurer's Signature:		Signer's Signature:	
Print/Type name:	Michael Menjivar	Print/Type name:	Ernest Moscoso
Date (mm/dd/yy):	05/31/2017	Date (mm/dd/yy):	05/31/2017

Department Use Only

☐ Contract ☐ CIP ☐ Advanced Payment ☐ Approved
☐ >$2,500 ☐ NPG ☐ Sponsored Event ☐ Denied

1st Level | 2nd Level | Authorization Code

Revised 11/01/16

Subject: PRA Case#22157 Fwd: NHNENC - Inventory
From: Kathleen Quinn <kathleen.quinn@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:25:04 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:25:45 AM GMT-07:00

---------- Forwarded message ----------
From: **Kathleen Quinn** <kathleen.quinn@lacity.org>
Date: Tue, Jun 20, 2017 at 11:50 AM
Subject: Re: NHNENC - Inventory
To: Michael Menjivar <[redacted]@[redacted].ucla.edu>
Cc: Kori Parraga <kori.parraga@lacity.org>

Thanks!

On Mon, Jun 19, 2017 at 8:40 PM, Michael Menjivar <[redacted]@g.ucla.edu> wrote:

> Done, signed up for the 30th at 1pm.
>
> Michael
>
> On Mon, Jun 19, 2017 at 3:22 PM, Kathleen Quinn <kathleen.quinn@lacity.org> wrote:
>
> > Hello Michael,
> >
> > We have just added appointments in for next week if that works better for your schedule.
> >
> > Let me know if you have any other questions. Thanks!
> >
> > On Fri, Jun 16, 2017 at 2:38 PM, Michael Menjivar [redacted]@[redacted].ucla.edu> wrote:
> >
> > > Hi Kathleen,
> > >
> > > Unfortunately none of those times work for me, as it's too soon for me to get out of work. Is there any chance we can do it on the week beginning on the 26th?
> > >
> > > Otherwise, if it has to be this coming week, perhaps Ernie or Chuck can meet you at the storage unit.
> > >
> > > Thank you,
> > > Michael
> > >
> > > On Fri, Jun 16, 2017 at 12:46 PM, Kathleen Quinn <kathleen.quinn@lacity.org> wrote:
> > >
> > > > Hello Michael,
> > > >
> > > > It was great to see you yesterday. I just wanted to follow-up regarding the inventory for North Hollywood Northeast. Please use the following link to select a date when you or someone else from the Council will be available to provide access to the storage unit.
> > > >
> > > > Here is the link for the signup Genius appointment page.
> > > >
> > > > http://www.signupgenius.com/go/30e054ba4a72ea4fa7-neighborhood
> > > >
> > > > Thank you greatly in advance and have a wonderful weekend!
> > > >
> > > > --

Kathleen Quinn

Project Coordinator

"Be humble. Maintain integrity. Work hard."

Department of Neighborhood Empowerment

14410 Sylvan St. 4th Floor
Los Angeles, CA 91401
Office | 818-374-9893 Fax | 213-978-1751
Email | kathleen.quinn@lacity.org Web | www.EmpowerLA.org

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--
Michael Menjivar
Account Manager | Avisare
www.avisare.com
The Universal Supplier Management Portal
Twitter | Linkedin | Facebook

o: 310-626-1146
c: [redacted]
e: michael.menjivar@avisare.com
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Subject: PRA Case# 22157 Fwd: NHNENC - Standing Rules
From: Kathleen Quinn <kathleen.quinn@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:25:37 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:26:19 AM GMT-07:00

---------- Forwarded message ----------
From: **Kathleen Quinn** <kathleen.quinn@lacity.org>
Date: Thu, Jun 15, 2017 at 5:25 PM
Subject: NHNENC - Standing Rules
To: Michael Menjivar [redacted]@[redacted].ucla.edu>

Hello Michael,

Upon review, the Standing Rules are current and were approved on August 18th 2016 pet the attached minutes. Specifically in the agenda item below:

Item #11 on the Agenda – Discussion and possible action to approve Standing Rules as recommended by Department from the Bylaw Amendments approved at the Bylaws Committee 3-0-0 Drexel Heard brought a motion to accept the Standing Rules recommended by the Bylaws Committee, seconded by Drexel Heard Eric Freedman brought a motion to amend the Agenda Standing Procedure Sections A & B to change the time limit from 2 weeks prior to the next board meeting date to 10 days, seconded by Ellen Oganesyan 8 AYES: Michael Menjivar, Ellen Oqanesyan, Drexel Heard, Salvador Guerrero, Judy Harris, Ashot Oganesyan, Donald Dorick, J. Eric Freedner 1 INELIGIBLE: Aaron Molina VOTE: (8-0-1) MOTION PASSES

Thanks!

--

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NORTH HOLLYWOOD NORTH EAST NEIGHBORHOOD COUNCIL
REGULAR BOARD MEETING MINUTES
Thursday, August 18, 2016 – 7:00pm to 9:40 pm
Los Angeles Fire Station #89 Community Room
7063 Laurel Canyon Blvd, North Hollywood, CA 91605

Item #1 on the Agenda –Meet & Greet

Item 2 of the Agenda – Call to Order & Pledge of Allegiance
The meeting was called to order by Treasurer, Michael Menjivar at 7:02pm and he gav**e** a welcome to everyone attending. The Treasurer led everyone in the Pledge of Allegiance to our Flag.

Those eight (8) board members that were present were: Michael Menjivar, Ellen Oqanesyan, Drexel G. Heard II, Salvador Guerrero, Judy Harris,
J. Eric Freedner, Donald Dorick, Ashot Oganesyan

Excused were: Dr. Chang, Chuck Loring, Ruben Borges, Jack Lindblad.
Ernie Moscoso arrived at 7:49pm
There were ten (8) stakeholders attending the meeting.

Item #3 on the Agenda – Comments by Government Officials (includes Budget Advocates)
David Gonzales, Monica Ratcliff – LAUSD
School started August 16, 2016. Official graduation rate for 2016 is 75%. The Board Member is looking to make some appointments to the Trust for Children's Health, Human Relations Commission and School Wide Positive Improvement Behavior Support Task Force. Deadline is August 19, 2016 to apply.

Olga Torrejon from Assembly Member Patty Lopez, District #39
Animal Cruelty and Domestic Violence Forum is Friday, September 16, 2016 from 5:00 – 7:00pm.

Item #4 on the Agenda – Stakeholders comments on non-agenda items
Cindy Sower from Sun Valley Neighborhood Council wants to team up with North Hollywood North East Neighborhood Council to host a thank you dinner for the Foothill LAPD.

Sarah Ramsawack
Sign up for the Neighborhood Congress at nccongreessla.com.
She spoke of the importance of change and having new goals. She thanked the board members who attended the Budget Day on July 30, 2016. Michael Menjivar is one of the new Budget Advocates.

Item #5 on the Agenda – Committee Reports
Michael Menjivar – Budget Advocate – He gave an update on the responsibilities of the Budget Advocate. Highlights of the Retreat were:
Homelessness, Letter to Mayor requesting the owner of the Rams Football Team to pay for the security required at the games, and that they hire off-duty officers. The next meeting is Saturday, August 20, 2016.

Drexel G. Heard, II –**Bylaws Committee**
Changes to the new Bylaws need to be passed.

Drexel G. Heard, II - Outreach Committee – At the last meeting the Strategic Plan was set. He discussed the Outreach Survey. Social Media will go live as soon as the Strategic Plan is approved by the board. They are looking to increase Outreach's Budget Line Item from $12.7 to $15.

Item #6 on the Agenda –Discussion and possible action on filling vacancies

a. **Community Based Organization**
b. **At-Large Community Stakeholder**

Drexel Heard brought a motion to appoint Aaron Molina to the Board for the At-Large Community Stakeholder Seat, seconded by Judy Harris
6 AYES: Michael Menjivar, Ellen Oqanesyan, Drexel Heard, Salvador Guerrero, Judy Harris, Ashot Oganesyan
2 ABSTENTIONS: Donald Dorick, J. Eric Freedner

Item #7 Approval of Board Minutes for July 21, 2016
Drexel Heard II, brought a motion to accept the Minutes as presented for July 21, 2016, seconded by Ellen Ogansesyan
7 AYES: Michael Menjivar, Ellen Oqanesyan, Drexel Heard, Salvador Guerrero, Judy Harris, Ashot Oganesyan, Donald Dorick
1 NAY: J. Eric Freedner
VOTE: (7-1-0) MOTIONN PASSES

Item #8 on the Agenda – Treasurer's Report
Michael Menjivar presented the Treasurer's Report.

Item #9 on the Agenda – Discussion and possible action on approval of Monthly Expenditure Reports:

a. **Monthly Expenditure Report – July**

Ellen Oganesyan brought a motion to approve the July MER, seconded by Judy Harris
8 AYES: Michael Menjivar, Ellen Oqanesyan, Drexel Heard, Salvador Guerrero, Judy Harris, Ashot Oganesyan, Donald Dorick, J. Eric Freedner
1 INELIGIBLE: Aaron Molina
VOTE: (8-0-1) MOTION PASSES

Item #10 on the Agenda – Discussion and possible action to amend the NHNENC Bylaws as recommended by the Department and Bylaws Committee Vote: 3-0-0
Drexel Herd brought a motion to approve the Bylaws as they have been recommended by the Bylaws Committee, seconded by Ellen Ogansesyan
8 AYES: Michael Menjivar, Ellen Oqanesyan, Drexel Heard, Salvador Guerrero, Judy Harris, Ashot Oganesyan, Donald Dorick, J. Eric Freedner
1 INELIGIBLE: Aaron Molina
VOTE: (8-0-1) MOTION PASSES

Item #11 on the Agenda – Discussion and possible action to approve Standing Rules as recommended by Department from the Bylaw Amendments approved at the Bylaws Committee 3-0-0
Drexel Heard brought a motion to accept the Standing Rules recommended by the Bylaws Committee, seconded by Drexel Heard

Eric Freedman brought a motion to amend the Agenda Standing Procedure Sections A & B to change the time limit from 2 weeks prior to the next board meeting date to 10 days, seconded by Ellen Oganesyan
8 AYES: Michael Menjivar, Ellen Oqanesyan, Drexel Heard, Salvador Guerrero, Judy Harris, Ashot Oganesyan, Donald Dorick, J. Eric Freedner
1 INELIGIBLE: Aaron Molina
VOTE: (8-0-1) MOTION PASSES

Judy Harris brought a motion to amend the title from Youth and Minority Development Committee to Youth and Professional Development Committee
No action taken.

Drexel Heard brought a motion to amend the title from Youth and Minority Empowerment, seconded by Ellen Oganesyan
7 AYES: Michael Menjivar, Ellen Oqanesyan, Drexel Heard, Salvador Guerrero, Ashot Oganesyan, Donald Dorick, J. Eric Freedner
1 ABSTENTION: Judy Harris
1 INELIGIBLE: Aaron Molina
VOTE: (8-0-1) MOTION PASSES

Drexel Heard brought a motion to accept the Standing Rules recommended by the Bylaws Committee as amended, seconded by Ellen Oganesyan
8 AYES: Michael Menjivar, Ellen Oqanesyan, Drexel Heard, Salvador Guerrero, Ashot Oganesyan, Donald Dorick, J. Eric Freedner, Judy Harris
1 INELIGIBLE: Aaron Molina
VOTE: (8-0-1) MOTION PASSES

Item #12 on the Agenda Discussion and possible action on Budget Package

a. **Strategic Plan for FY '17**

Judy Harris brought a motion to accept the Strategic Plan for FY '17, seconded by Michael Menjivar
9 AYES: Ernie Moscoso, Michael Menjivar, Ellen Oqanesyan, Drexel Heard, Salvador Guerrero, Ashot Oganesyan, Donald Dorick, J. Eric Freedner, Judy Harris
1 INELIGIBLE: Aaron Molina
VOTE: (9-0-1) MOTION PASSES

b. Outreach Survey for FY'17
Drexel Heard brought a motion to accept the Outreach Survey for FY '17 as corrected, seconded by Judy Harris
9 AYES: Ernie Moscoso, Michael Menjivar, Ellen Oqanesyan, Drexel Heard, Salvador Guerrero, Ashot Oganesyan, Donald Dorick, J. Eric Freedner, Judy Harris
1 INELIGIBLE: Aaron Molina
VOTE: (9-0-1) MOTION PASSES

c. Budget FY'17
Drexel Heard brought a motion to accept the Budget FY '17 as presented, seconded by Ernie Freedner
9 AYES: Ernie Moscoso, Michael Menjivar, Ellen Oqanesyan, Drexel Heard, Salvador Guerrero, Ashot Oganesyan, Donald Dorick, J. Eric Freedner, Judy Harris
1 INELIGIBLE: Aaron Molina
VOTE: (9-0-1) MOTION PASSES

d. Self-Assessment of FY '16
Michael Menjivar brought a motion to accept the Self Assessment of FY '16, seconded by Judy Harris
9 AYES: Ernie Moscoso, Michael Menjivar, Ellen Oqanesyan, Drexel Heard, Salvador Guerrero, Ashot Oganesyan, Donald Dorick, J. Eric Freedner, Judy Harris
1 INELIGIBLE: Aaron Molina
VOTE: (9-0-1) MOTION PASSES

Item #13 on the Agenda - Discussion and possible action on Outreach Strategic Plan approved by the Outreach Committee
Drexel Heard brought a motion to approve the Outreach Strategic Plan approved by the Outreach Committee, seconded by Judy Harris
9 AYES: Ernie Moscoso, Michael Menjivar, Ellen Oqanesyan, Drexel Heard, Salvador Guerrero, Ashot Oganesyan, Donald Dorick, J. Eric Freedner, Judy Harris
1 INELIGIBLE: Aaron Molina
VOTE: (9-0-1) MOTION PASSES

Item #14 on the Agenda – Discussion and possible action to reimburse Ernie Moscoso for retreat refreshments (sandwiches, coffee, etc.) in the amount of $158.89
Drexel Heard brought a motion to approve to reimburse Ernie Moscoso for retreat refreshments in the amount of $158.89, seconded by Judy Harris
9 AYES: Ernie Moscoso, Michael Menjivar, Ellen Oqanesyan, Drexel Heard, Salvador Guerrero, Ashot Oganesyan, Donald Dorick, J. Eric Freedner, Judy Harris
1 INELIGIBLE: Aaron Molina
VOTE: (9-0-1) MOTION PASSES

Item #15 on the Agenda – Discussion and possible action to reimburse Ernie Moscoso for NHNENC's Storage in the amount of $125.00
Michael Menjivar brought a motion to approve reimburse Ernie Moscoso for NHNENC's Storage in the amount of $125.00, seconded by Ellen Oganesyan
9 AYES: Ernie Moscoso, Michael Menjivar, Ellen Oqanesyan, Drexel Heard, Salvador Guerrero, Ashot Oganesyan, Donald Dorick, J. Eric Freedner, Judy Harris
1 INELIGIBLE: Aaron Molina
VOTE: (9-0-1) MOTION PASSES

Item #16 on the Agenda – Comments by Board Members
Judy Harris – She welcomed everyone and she stated she is happy there is new energized board member. She stated everyone should welcome Donald Dorick to the board since Florence passed.

Donald Dorick - He stated Florence was very strong in helping the homeless people and suggested grant money to be given to Ken Craft's organization to help the people in this area.

Aaron Molina – He thanked everyone for bringing him on the board and building the community.

Michael Menjivar – He stated there is a learning curve as Treasurer. He encouraged board members to keep up the momentum and keep looking for targeted goals to accomplish this year.

Drexel Heard thanked everyone for all the hard work done on the Bylaws. Committee Chairs will be appointed at the next meeting.

J. Eric Freedner – He stated there is an area where garbage is piled up that needs to be removed at the 170 and the south side of Sherman Way.

Ashot Oganesyan – He apologized for not being able to be involved due to family visiting.

Ernie Moscoso – He stated he is impressed with the new board's participation. There are two openings to be filled.

Item 17 on the Agenda– Adjournment
The meeting was *at* 9:32pm

Respectfully Submitted,

MAGGIE SHUMAKER, MINUTE TAKER

Subject: ELA Case#22157 Fwd: Storage inspection
From: Kathleen Quinn <kathleen.quinn@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:26:15 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:26:56 AM GMT-07:00

---------- Forwarded message ----------
From: **Kathleen Quinn** <kathleen.quinn@lacity.org>
Date: Fri, Jun 30, 2017 at 9:00 AM
Subject: Re: Storage inspection
To: Michael Menjivar <[redacted]@g.ucla.edu>
Cc: Ernie Moscoso [redacted]>

Hello Ernie,

That is correct, I'll be there at 1pm.

On Thu, Jun 29, 2017 at 5:47 PM, Michael Menjivar [redacted]@[redacted].ucla.edu> wrote:

> Yes, 1pm.
>
> On Thu, Jun 29, 2017 at 5:46 PM Ernie Moscoso [redacted]> wrote:
>
> > are you scheduled to meet at our storage facility tomorrow?
> >
> > Ernie Moscoso
> > [redacted]
>
> --
> Michael Menjivar
> Account Manager | Avisare
> www.avisare.com
> The Universal Supplier Management Portal
> Twitter | Linkedin | Facebook
>
> o: 310-626-1146
> c: [redacted]
> e: michael.menjivar@avisare.com
> La Kretz Innovation Center | 525 S Hewitt Street. | Los Angeles, CA | 90013

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Project Coordinator

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Subject: PRA Case# 22157 Fwd: Board member inquiry
From: Kathleen Quinn <kathleen.quinn@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:26:41 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:27:22 AM GMT-07:00

---------- Forwarded message ----------
From: **Kathleen Quinn** <kathleen.quinn@lacity.org>
Date: Wed, Jul 5, 2017 at 7:15 PM
Subject: Re: Board member inquiry
To: Michael Menjivar <[redacted]@g.ucla.edu>

Sounds like a plan!

On Wed, Jul 5, 2017 at 7:13 PM, Michael Menjivar <[redacted]@g.ucla.edu> wrote:

> Yes! I meant to set up the email to get sent out Thursday morning but forgot to do so. I have something in the morning but please call me whenever it's convenient in the afternoon after 12pm.
>
> Thanks,
> Michael
>
> On Wed, Jul 5, 2017 at 7:10 PM, Kathleen Quinn <kathleen.quinn@lacity.org> wrote:
>
> > Hello Michael,
> >
> > I am pleased to say the inventory went on without a hitch. I'll get the summary to the Board soon. Regarding the prior Board Member, are you free tomorrow to discuss this? I'll set-up an appointment in my calendar to discuss.
> >
> > Thanks!
> >
> > On Wed, Jul 5, 2017 at 7:07 PM, Michael Menjivar <[redacted]@g.ucla.edu> wrote:
> >
> > > Hello Kathleen,
> > >
> > > I hope you enjoyed your 4th of July holiday! Apologies for the miscommunication with the inventory - I hope it didn't present too much of an inconvenience.
> > >
> > > Also, not sure if I thanked you for the work on the bylaws.
> > >
> > > I have a question - I have some curiosity to reach out to a previous board member and invite them to re-join the Council. Would you mind giving me a call to discuss?
> > >
> > > Thank you,
> > > Michael Menjivar
> > > --
> > > Michael Menjivar
> > > Account Manager | Avisare
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> > > o: 310-626-1146
> > > c: [redacted]
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o: 310-626-1146
c: [redacted]
e: michael.menjivar@avisare.com
La Kretz Innovation Center | 525 S Hewitt Street. | Los Angeles, CA | 90013

--

Kathleen Quinn

Project Coordinator

"Be humble. Maintain integrity. Work hard."

Department of Neighborhood Empowerment

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Office | 818-374-9893 Fax | 213-978-1751
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Subject: PRA Case# 22157 Fwd: Proposed Draft for Special Board Meeting July 13, 2017
From: Kathleen Quinn <kathleen.quinn@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:28:18 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:28:59 AM GMT-07:00

---------- Forwarded message ----------
From: **Michael Menjivar** <[redacted]@g.ucla.edu>
Date: Fri, Jul 7, 2017 at 9:05 AM
Subject: Re: Proposed Draft for Special Board Meeting July 13, 2017
To: "emoscoso@nhnenc.org" <Emoscoso@nhnenc.org>, chuck Loring [redacted]>
Cc: Kathleen Quinn <kathleen.quinn@lacity.org>

I have a work obligation every second Thursday of the month, and cannot make it should a Council meeting be held on July 13th. I would suggest that a meeting be held by the Executive Committee, at a separate time, but preferably prior to our next Council meeting, to formulate the strategic plan and budget to bring to the full Council for discussion/vote, and organize the retreat for the neighborhood council.

Regarding proposed agenda item #14, preparation of a budget, I believe this is a duty of the Executive Committee, and not for an Ad Hoc Committee.

I would further suggest that, moving forward, the Executive Committee make the agendas for all full Council meetings, as it is not the sole responsibility of the President to prepare the agendas and surprise the rest of the Council and its stakeholders with Special Meetings and spontaneous changes in meeting days. It is the duty of the full Executive Committee to make the agendas at regularly held Committee meetings. I highly encourage our President to instead call a meeting of the Executive Committee to discuss the aforementioned, and to keep our regularly scheduled date of July 20th.

Michael Menjivar

On Thu, Jul 6, 2017 at 7:22 PM, NoHo North East Neighborhood Council <nohonortheastnc@gmail.com> wrote:

> We are in a time constraint for issues that were not acted upon due to lack of quorum.
>
> This meeting will take the place of our July 20th meeting.
>
> Please email your intent to attend by Saturday July 8, 2017 @12;00 pm.
>
> Oganesyan, Ellen and Ashot please call me ASAP, need to know your status.
>
> Ernie Moscoso
> [redacted]

--
Michael Menjivar
Account Manager | Avisare
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The Universal Supplier Management Portal

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o: 310-626-1146
c: [redacted]
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Subject: PRA Case# 22157 Fwd: Committee Questions
From: Kathleen Quinn <kathleen.quinn@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:30:08 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:30:51 AM GMT-07:00

---------- Forwarded message ----------
From: **Kathleen Quinn** <kathleen.quinn@lacity.org>
Date: Fri, Jul 14, 2017 at 11:39 AM
Subject: Re: Committee Questions
To: Michael Menjivar <[redacted]@g.ucla.edu>

Hello Michael,

Thank you for reaching out. Here is what I have in reference to your inquiries:

1. Are you allowed to have more than 3 members on a committee? All meetings that are more than a majority of quorum of Board Members must be considered 'joint' and agendized as such.

2. Can non-Board Members be official Committee Members? According to your Bylaws, yes. However they cannot be Chairs of Committees. **If so, can they vote?** There is nothing in your Bylaws that prohibits it.

3. Can the Executive Committee meet and change committee structure? According to your Bylaws: "The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes". This means the Board must take action on Committee changes. **As in, make official additions/replacements?** Refer to previous response.

You also have other controls on Committees detailed in the NHNENC Standing Rules (attached).

Let me know if I can assist with anything else. Thanks!

On Fri, Jul 14, 2017 at 11:19 AM, Michael Menjivar <[redacted]@g.ucla.edu> wrote:

> Hi Kathleen,
>
> Hope you're having a great Friday! A couple questions:
>
> 1. Are you allowed to have more than 3 members on a Committee? I believe 4 is technically the maximum and that 5 is not allowed?
> 2. Can non-board members be official Committee members? If so, can they vote?
> 3. Can the Executive Committee meet and change the Committee structure? As in, make official additions/replacements?
>
> I ask because the Land Use Committee has had some trouble getting all 3 members to attend the meetings, and I'd like to figure out a way to get 3 voting members to serve.
>
> Thanks!
>
> **Michael Menjivar**

> North Hollywood North East Neighborhood Council | Treasurer & Chair of the Land Use Committee
> Neighborhood Council Budget Advocate | Budget Advocate, Region 4
> LAUSD Commission on Human Relation, Diversity, & Equity | Commissioner, LAUSD District 6
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NORTH HOLLYWOOD NORTHEAST NEIGHBORHOOD COUNCIL PROPOSED STANDING RULES DRAFT JULY 2016

On Standing Rules

a) The North Hollywood Northeast's Standing Rules purpose is to clarify or better define portions of the North Hollywood Northeast Bylaws, Board procedures and processes, or to establish information about the Board's operations that may be of assistance to stakeholders of the North Hollywood Northeast.

b) The North Hollywood Northeast Standing Rules is a living document that can be added upon and modified by action of the Board.

c) The North Hollywood Northeast Standing Rules shall be available for review in their latest version on the North Hollywood Northeast's website.

Meeting Information

a) North Hollywood Northeast meets the 3rd Thursday of every month at 7pm

b) The General Board Meeting location is the Los Angeles Fire Station 89's Training Room 7063 Laurel Canyon North Hollywood, CA 91605

Website Information

a) The North Hollywood Northeast's website is NHNENC.org

Time-limitations

a) During public comment, each public speaker is limited to no more than 3 minutes of comments per specific agenda item or during general public comments period.

b) In the event that there are too many speakers on an item to accommodate within the given time-frame allocated to the item, the President may limit the time further to allow each speaker to have a chance to comment, have speakers cards written into the public record or to conduct a straw poll as is necessary to receive comment from stakeholders.

a) Each Board member has no more than 3 minutes on each agenda item or during Board member comment.

Executive Officers

a) Since Executive Officers cannot hold two roles at the same time, in the event that an Executive Officer assumes the role of the President in absence of the President, they will temporarily abandoned their role as Executive Officer under any other title.

Rules for Participation on a Committee

a) Board Members shall serve on a minimum of two (2) committees.

b) Each council member shall be appointed to a Standing Committee. No member shall be removed from a committee once appointed to it except by the consent of the Board.

c) Committee Chairs: The President shall appoint one member to serve as Chair of each Standing Committee no later than the second meeting of the new term. The Chair of a committee shall be considered a full voting member of the committee.

d) Additional Committee Officers: Each Committee shall elect a Vice Chair from its membership at its first meeting following the complete appointment of elected members to committees, and again at such times the office might become vacant. Additionally, members may be designated by the committee or the Chair.

e) Standing Committee Chairs shall be responsible for such duties typical of the office chair, including coordinating committee meetings, recording the attendance of committee members, and preparing committee reports for the Council. All committee Chairs shall provide the President and Board a strategic plan within thirty (30) days of assuming role per committee approval. Standing committee Chairs shall also perform duties pertaining to their committees by request of the President, not inconsistent with the Bylaws.

f) The Vice-Chair shall fulfill the duties of the Chair in absence of the Chair.

g) Standing Committees shall be responsible for the consideration of all questions referred to them by the council or the President,-as well the creation of reports and making of recommendations in the interest of the stakeholders of North Hollywood Northeast.

h) Membership size requirements for standing committees: At no time shall any standing committee be composed of less than three (3) board members and any stakeholders, or less than prescribed elsewhere in these rules. Should membership of a committee fall below its allotted minimum, the President shall inform the council and seek members who wish to transfer to the committee.

i) Any new Standing Committee amended, shall be re-assessed mid-year to ensure effectiveness. No committee can be dissolved without a vote from the majority of the Board.

Standing Committee Definitions

a) Executive Committee: Consists of only Executive Officers and all meetings of its members will be agendized as joint “Executive Committee and General Board” meetings as long as the Board’s quorum remains seven (7). The purpose of the Executive Committee is to recommend agenda items and craft the agenda.

b) Budget and Finance Committee: Shall ensure the responsible expenditure of public funds. The committee shall review expenditures, advise the Treasurer and other officials on spending

Subject: PRA Case #22157 Fwd: Help with Bureau of Engineering
From: Kathleen Quinn <kathleen.quinn@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:33:29 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:34:10 AM GMT-07:00

---------- Forwarded message ----------
From: **LOKUBANDA TILLAKARATNE** [redacted]@ucla.edu>
Date: Fri, Sep 22, 2017 at 5:37 PM
Subject: Re: Help with Bureau of Engineering
To: Kathleen Quinn <kathleen.quinn@lacity.org>

Thanks, Kathleen.

I will call them first thing Monday morning.
Have a nice weekend!

Tillak

On Fri, Sep 22, 2017 at 9:13 AM, Kathleen Quinn <kathleen.quinn@lacity.org> wrote:

> Hello Tillak,
>
> I hope this finds you well. The next number I have is for the Valley Regional Office which is (818)374-5090.
>
> Hopefully that will get you further than the generic number.
>
> On Wed, Sep 20, 2017 at 5:29 PM, LOKUBANDA TILLAKARATNE [redacted]@ucla.edu> wrote:
>
> > Dear Kathleen:
> >
> > As mentioned to you at the last Board meeting, I am still waiting for a call from the BE regarding the Welcome Sign project.
> >
> > I am trying to get information as to how to proceed with getting the Welcome sign erected on the median at Lassen/Sepulveda. Could you find out who I should contact and the phone number and/or the email so I don't have to get transferred to a phone-chain?
> >
> > Sincerely yours
> > Tillak
> >
> > [redacted]
>
> --
>
> **Kathleen Quinn**
>
> **Project Coordinator**
>
> "Be humble. Maintain integrity. Work hard."
>
> **Department of Neighborhood Empowerment**

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Subject: PRA Case# 22157 Fwd: NoHo North East Council meeting
From: Kathleen Quinn <kathleen.quinn@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:34:14 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:34:55 AM GMT-07:00

---------- Forwarded message ----------
From: **Kathleen Quinn** <kathleen.quinn@lacity.org>
Date: Mon, Sep 25, 2017 at 4:57 PM
Subject: Re: NoHo North East Council meeting
To: Michael Menjivar <[redacted]@[redacted]ucla.edu>

Hello Michael,

Thank you for reaching out. Yes, I plan to be there.

On Mon, Sep 25, 2017 at 4:50 PM Michael Menjivar <[redacted]@g.ucla.edu> wrote:

> Hi Kathleen,
>
> Will you be able to attend our Council's meeting this Thursday evening?
>
> Thank you,
> --
> **Michael Menjivar**
>
> North Hollywood North East Neighborhood Council | Treasurer & Chair of the Land Use Committee
> Neighborhood Council Budget Advocates | Budget Advocate, Region 4
> LAUSD Commission on Human Relations, Diversity, & Equity | Commissioner, LAUSD District 6
> AAA Comprehensive Healthcare | Treasurer of the Board of Directors
> My Friend's Place | Emerging Leaders Council Member
> UCLA Young Alumni Development Council | Member
>
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Subject: PRA Case# 22157 Fwd: Youth & Minority Committee Meeting
From: Kathleen Quinn <kathleen.quinn@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:34:47 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:35:28 AM GMT-07:00

---------- Forwarded message ----------
From: **Kathleen Quinn** <kathleen.quinn@lacity.org>
Date: Fri, Oct 13, 2017 at 9:03 AM
Subject: Re: Youth & Minority Committee Meeting
To: sford@nhnenc.org
Cc: Michael Menjivar <[redacted]@[redacted].ucla.edu>

Hello SheRise,

Thanks for following up on this. Since your Bylaws specifically name all of your Standing Committees, a change in the name would also require a reflection of that name change in your Bylaws. Any Bylaw changes follows your internal Bylaw amendment process and then requires submission to the Department for review. I don't imagine there being an issue with the Department approving of the name change unless the name change caused legal concerns for the CA.

I hope this helps!

On Fri, Oct 13, 2017 at 4:11 AM, SheRise Ford (NHNENC) <sford@nhnenc.org> wrote:

> Hey Kathleen & Michael,
>
> Thanks for keeping me on my toes Michael.
>
> Our bylaws state in Article VII, Section 3, Letter E (Changes to Committees), "The Board may establish, disband or make changes *as needed* to any Standing or Ad Hoc committee."
>
> Also, Article Article XIII Letter D states that an amendment to our bylaws only requires two-thirds (2/3) of the Board members to be present at a duly noticed general or special meeting when voting on the matter.
>
> With that being said, is the discussion and possible action listed on the committee's agenda under Item #4 still not warranted?
>
> Once the Youth & Minority Empowerment committee meets and discusses the matter, if we agree to change the name, the action would be to bring the matter to the full board for further discussion and possible action to make the actual name change.
>
> Is this not correct Kathleen? I do not see in our bylaws where we are restricted to only making a name changes or bylaw changes during Elections or Selections.
>
> Please note that I am still learning about government and our processes, so I appreciate you helping me to better understand.
>
> Thanks in advance Kathleen.
>
> ---

SheRise Ford
North Hollywood North East Neighborhood Council
Chair of Youth & Minority Empowerment Committee
213-944-4547 | sford@nhnenc.org | www.nhnenc.org

On 2017-10-12 17:13, Kathleen Quinn wrote:

> Hello SheRise,
>
> Michael is right on this one. That being said, since the Elections have been moved to 2019, if your NC does not choose to have a Selection, the Bylaw amendment period would re-open.
>
> On Thu, Oct 12, 2017 at 3:09 PM, Michael Menjivar <[redacted]@g.ucla.edu> wrote:
>> Thanks for sending this out, SheRise. Unfortunately I work 9-5 so I wouldn't be able to make any meetings outside of normal business hours, so I won't be able to make it this Monday. Also, regarding agenda item #4, if you are interested in changing the name of the Committee (which is totally your call), I believe the only way to do that would be through a bylaws change. Committee's themselves aren't allowed to (on their own) change their title/structure, or purpose.
>>
>> CC'ed our DONE representative in case I'm wrong or if you have any questions.
>>
>> --
>> **Michael Menjivar**
>>
>> North Hollywood North East Neighborhood Council | Treasurer & Chair of the Land Use Committee
>> Neighborhood Council Budget Advocates | Budget Advocate, Region 4
>> LAUSD Commission on Human Relations, Diversity, & Equity | Commissioner, LAUSD District 6
>> AAA Comprehensive Healthcare | Treasurer of the Board of Directors
>> My Friend's Place | Emerging Leaders Council Member
>> UCLA Young Alumni Development Council | Member
>>
>> Connect on LinkedIn
>>
>> On Thu, Oct 12, 2017 at 2:44 PM, NHNENC Board Member SheRise Ford <sford@nhnenc.org> wrote:
>>> Hello,
>>>
>>> Please find that attached agenda for this Monday's Youth & Minority Committee meeting. Our meeting will take place this Monday inside the Valley Plaza Library, at 11:00am.
>>>
>>> Wendy, will you please update the agenda on the website?
>>>
>>> Thank you,
>>>
>>> --
>>>
>>> Ms. SheRise Ford
>>> Publicist
>>> The SheRise Enterprise
>>> www.SheRiseFord.com
>>> 1-213-944-4547

--

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Project Coordinator

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Subject: PRA Case#22157 Fwd: Copies of Minutes
From: Kathleen Quinn <kathleen.quinn@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:35:21 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:36:03 AM GMT-07:00

---------- Forwarded message ----------
From: **Kathleen Quinn** <kathleen.quinn@lacity.org>
Date: Mon, Oct 23, 2017 at 3:39 PM
Subject: Re: Copies of Minutes
To: James Freedner [redacted]>

Hello James,

You can use the one that best suits your needs. This one was adapted from BONC's speaker cards and covers a lot of bases, but what works best for your Board is good with me.

See you Thursday!

On Mon, Oct 23, 2017 at 2:49 PM, James Freedner [redacted]> wrote:

> Thank you, Ms. Quinn. The speaker card template looks nothing like the old one I have around my house (in filled-out versions) so I will save it tonight to my home computer as well.
>
> The format of my old speaker cards may go back about 6 years or longer.
>
> J. Eric Freedner
>
> On Monday, October 23, 2017 2:32 PM, Kathleen Quinn <kathleen.quinn@lacity.org> wrote:
>
> Hello Mr. Freedner,
>
> Here is a copy of a speaker card template that your Board can use. We also have a Spanish version available as well.
>
> Let me know if you have any other questions.
>
> On Mon, Oct 23, 2017 at 2:26 PM, James Freedner [redacted] wrote:
>
> > Thank you for the offer, Michael. I believe ten copies might suffice, so that would be a total of 80 pages. Double-sided copies are possible, if that would reduce the cost in any fashion.
> >
> > As you point out, we also need copies of the Agenda, **plus** Speaker Cards which Sara Ramsawack noted were missing at our last meeting. I don't have a blank template for the Speaker Cards, at least that I can readily find.
> >
> > Whatever we decide at the December Board Meeting (you say November but it was postponed to Dec. 7 or so last month), it should become a recurring cost for the Board as to the Budget allocations.
> >
> > J. Eric Freedner
> >
> > On Monday, October 23, 2017 11:17 AM, Michael Menjivar <[redacted]@g.ucla.edu> wrote:

I believe DONE (Kathleen) should be able to print and bring copies to the meeting. If not, I can print (and also willing to help) sufficient copies for this Thursday's meeting. As the agenda for the meeting was just sent out, we can agendize and address the printing expense at our meeting in November. If DONE is not able to provide copies for our October meeting, I can provide copies, and that should hold us over until next month.

--
Michael Menjivar

North Hollywood North East Neighborhood Council | Treasurer & Chair of the Land Use Committee
Neighborhood Council Budget Advocates | Budget Advocate, Region 4
LAUSD Commission on Human Relations, Diversity, & Equity | Commissioner, LAUSD District 6
AAA Comprehensive Healthcare | Treasurer of the Board of Directors
My Friend's Place | Emerging Leaders Council Member
UCLA Young Alumni Development Council | Member

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On Mon, Oct 23, 2017 at 11:07 AM, James Freedner [redacted] > wrote:

> Dear Board Members,
> (Especially Ernie and Mike Menjivar)
>
> Since I have been advised by Kathleen Quinn that copies of the proposed Minutes MUST be made available to all public attendees, I would need to produce, say, 8-10 copies of them. My next question: who will reimburse me for the copying costs? I cannot easily make it up to Thomas Graphics, nor will they make copies for me without the NC card, I would presume.
>
> September Minutes, even in the rather "abbreviated" form taken down by Maggie and I, run to 8 pages per set. That is probably too much for the Fire Department copier.
>
> I can make copies at Staples or Office Depot but would request reimbursement for my costs. I am mindful of the statement by Mr. Menjivar that "unapproved" costs will not be submitted for payment or reimbursed.
>
> Your further input is requested, so that I may do the job required of me.
>
> J. Eric Freedner

Virus-free. www.avast.com

--
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Subject: PRA Case#22157 Fwd: RECENT REQUESTS---DO I NEED THE PUBLIC RECORDS ACT?
From: Kathleen Quinn <kathleen.quinn@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:39:20 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:40:01 AM GMT-07:00

---------- Forwarded message ----------
From: **Michael Menjivar** <[redacted]@g.ucla.edu>
Date: Fri, Mar 23, 2018 at 11:52 AM
Subject: Re: RECENT REQUESTS---DO I NEED THE PUBLIC RECORDS ACT?
To: Kathleen Quinn <kathleen.quinn@lacity.org>
Cc: Elise Ruden <elise.ruden@lacity.org>

I sent her the letter this morning and she acknowledged it - should I still submit anything else? I think it's okay. Although, I must say, this is I think the third or fourth time she has requested the same information over the past year and I've provided her the same information each time. Basically it's "here's the letter, I'm not sure what happened to it once I sent it to Ernie, please ask Ernie about it." I was slower in responding to her this time because, as I mentioned, I've given her what she's asking for on more than one occasion.

--
Michael Menjivar

North Hollywood North East Neighborhood Council | Treasurer & Chair of the Land Use Committee
Neighborhood Council Budget Advocates | Budget Advocate, Region 4
LAUSD Commission on Human Relations, Diversity, & Equity | Commissioner, LAUSD District 6
AAA Comprehensive Healthcare | Treasurer of the Board of Directors
My Friend's Place | Emerging Leaders Council Member
UCLA Young Alumni Development Council | Member

Connect on LinkedIn

On Fri, Mar 23, 2018 at 11:45 AM, Kathleen Quinn <kathleen.quinn@lacity.org> wrote:

> Hello Michael,
>
> Please treat this as a PRA request. I have attached sample language for your use. If you are unclear on what specific documents she is requesting, please ask her to clarify. Please see attached for how to respond in different scenarios such as the NC does not have the records. I have CC'd Elise if you have any legal questions regarding the PRA process.
>
> Thank you greatly in advance.
>
> ---------- Forwarded message ----------
> From: **SARAH RAMSAWACK** [redacted]>
> Date: Thu, Mar 22, 2018 at 10:16 PM
> Subject: RECENT REQUESTS---DO I NEED THE PUBLIC RECORDS ACT?
> To: MICHAEL MENJIVAR [redacted]@ucla.edu>
>
> Hi, Michael,

We did speak on the phone on March 13th when I did have several questions.

I have not heard from you with my concerns.

One question was about the WHITE PAPER by the NCBA for fiscal year 2018-2018.

I did find the White Paper on my own, so we can remove that item from the list.

In a short review I can see that you have found the work on the WHITE PAPER most interesting.

That is good.

I see that you worked on several sections of the paper and that includes on the Office of

the City Attorney, the Ethics Commission, the IT agency, and the Dept of Transportation. All of these

are very important and I am sure that you gained important insight for what it means to be in the field

of Public Service. Congratulations for important work done.

As to another of my questions—it concerned the report that was provided by the NHNENC to

the city planner after the NC voted in May 2017 to support the project of UNIVERSAL VILLA,LLC at the

associated addresses of 7660 Lankershim Blvd., North Hollywood, with Planning Number:

CPC-2016-2383-GPA-VZC-DB-SPR

This form of information and communication should have been provided to each board member and

made available to stakeholders, and would have been a good resource for the NC Website.

As I said in our phone conversation earlier, I could not find this information on the NC Website,

so I suggest that the editorship of the Website needs a dedicated management.

What is the name of the designated board member who provides material to the webmaster, Wendy Moore?

This is another area that needs stronger communication.

Remember: Silence with a wrong is Permission for the wrong. It takes COURAGE to work

on the Neighborhood Council. I am asking you to be strong and take productive action. That

is the way you can fulfill your ambition.

Can you provide the documentation that I have requested by March 30, 2018, or will I have to file a claim under the Public Records Act?

Please advise by return email.

Thank you for your service.

Most sincerely,

SARAH RAMSAWACK
AN ACTIVE STAKEHOLDER in the NHNENC
Former Board Member of the NHNENC for 9 years
Phone [redacted]

--

Kathleen Quinn

Project Coordinator

"Be humble. Maintain integrity. Work hard."

Department of Neighborhood Empowerment

14410 Sylvan St. 4th Floor
Los Angeles, CA 91401
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--

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:27:24 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:27:55 AM GMT-07:00

---------- Forwarded message ----------
From: **Linda Goodman** [redacted]@[redacted].ucla.edu>
Date: Mon, Mar 19, 2018 at 5:26 PM
Subject: Re: Proposed Subdivision of Westwood Neighborhood Council
To: Commission@empowerla.org, Joyatkinson.bonc@gmail.com, Commissionerlenshaffer@gmail.com, debra.wehbe@lacity.org, maggie.darett-quiroz@lacity.org, sarah.dusseault@lacity.org, adeena.bleich@lacity.org, nicholas.greif@lacity.org, david.ryu@lacity.org, Gilbert.Cedillo@lacity.org, Arturo.Chavez@lacity.org, Tony.Ricasa@lacity.org, Debby.Kim@lacity.org, Wesson.hj@lacity.org, deron.williams@lacity.org, andrew.westall@lacity.org, edw.johnson@lacity.org, justin.wesson@lacity.org, paul.koretz@lacity.org, joan.pelico@lacity.org, david.hersch@lacity.org, jeffrey.ebenstein@lacity.org, jasmine.shamolian@lacity.org, gibson.nyambura@lacity.org, darren.martinez@lacity.org, elise.ruden@lacity.org, carmen.hawkins@lacity.org, mayor.garcetti@lacity.org, daniel.tamm@lacity.org, [redacted], [redacted], chair@westsidecouncils.com, laurahcnc@gmail.com, [redacted]@[redacted]ucla.edu, [redacted], [redacted], [redacted], [redacted], [redacted], westwoodhills@yahoogroups.com

I strongly oppose the subdivision of the existing Westwood Neighborhood Council The subdivision application and DONE's process did not, and does not, meet legal requirements for a subdivision on both procedural and substantive grounds, and must be denied.

Thank you,

Linda Goodman, PhD
Westwood NC stakeholder

--

Gibson Nyambura
Neighborhood Council Advocate

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:21:42 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:22:13 AM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Wed, Mar 21, 2018 at 11:20 AM
Subject: City Clerk contact
To: "gibson.nyambura@lacity.org" <gibson.nyambura@lacity.org>

Hi Gibson,

When will the date of the subdivision election be spoken about? The WWNC wants June 3rd, on a Sunday, as all other Neighborhood Council elections have been over the last 8 years!

If this date is not chosen we are going to have real issues. DONE will be disenfranchising thousands of voters that work for a living. That is not OK.

You all have gone out of your way for WW Forward. There should clearly be no other date option than a weekend for this vote. It would go against all other precedents set for NC elections in our region.

Please get back to me ASAP on this matter.

Thanks,

Lisa

Lisa Chapman, MSO II

Practice Manager

UCLA Health

2001 Santa Monica Blvd. Ste 370/380

Santa Monica, CA 90404

Cell: [redacted]

[redacted]@[redacted]ucla.edu

UCLA Health

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:21:21 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:21:52 AM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Tue, Mar 27, 2018 at 11:39 AM
Subject: Date for subdivision election
To: "grayce.liu@lacity.org" <grayce.liu@lacity.org>, Mike Fong <mike.fong@lacity.org>
Cc: "gibson.nyambura@lacity.org" <gibson.nyambura@lacity.org>

Hi Grayce and Mike,

I emailed Gibson early last week about this. If the city clerk is willing to do June 3rd, that is the day we are requesting.

That is in keeping with every election in our region since 2010. The students will all be here, and all stakeholders will then have the opportunity to vote, including all the full time workers that make up a majority of our stakeholders.

As previously mentioned, it would not be fair to hold elections on a Tuesday where stakeholders that work full time or with families could not come out to vote. You would be disenfranchising a large group of voters. The students can vote on a Tuesday, and just the same on the weekend. They are not on break, and it is the quiet week before the next week when their finals begin, so it should work out well for them.

You have given the students everything they have asked for at the expense of our needs or asks. We are not asking for anything out of the ordinary, in fact precedence stands with us, and the history of all of our elections. We ask that be honored by you.

We all have plans to make, as I am sure does the City Clerk. WE would like this date finalized ASAP.

Please get back to me on this.

Thanks,

Lisa

Lisa Chapman, MSO II

Practice Manager

UCLA Health

2001 Santa Monica Blvd. Ste 370/380

Santa Monica, CA 90404

Cell: [redacted]

[redacted]@[redacted]ucla.edu



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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:21:05 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:21:36 AM GMT-07:00

---------- Forwarded message ----------
From: **Michael Skiles** [redacted]@ucla.edu>
Date: Tue, Mar 27, 2018 at 12:59 PM
Subject: Re: North Westwood NC Formation Committee Letter
To: Mike Fong <mike.fong@lacity.org>
Cc: Gibson Nyambura <gibson.nyambura@lacity.org>

Dear Mike,

For the community information sessions, our proposed dates and times are:

1. Wednesday April 25th, from 5:30 to 7:30pm at Damoka 1424 Westwood Blvd.
2. Tuesday May 8th, from 5 to 7pm at Ackerman Bruin Viewpoint Room. (Located on the A-level of Ackerman student union; picture attached.)

Our goal for these two locations (in the south and north parts of our boundaries) is to provide easy accessibility to the Persian and UCLA communities, respectively. Other dates and venues are possible too, don't hesitate to give me a call at 2102186577.

Best regards,
Michael Skiles
President, UCLA Graduate Students Association
Graduate Chair, UC Council of Presidents

On Monday, March 19, 2018 5:26 PM, Mike Fong <mike.fong@lacity.org> wrote:

Good afternoon North Westwood Neighborhood Council Formation Committee -

Hope you are doing well.

Thank you for your submission to create a North Westwood Neighborhood Council. After reviewing the application, the Department of Neighborhood Empowerment finds it complete and approves the application to move forward to the election phase. Please review attached letter regarding next steps.

Thanks!

Best,

Mike

--

Gibson Nyambura
Neighborhood Council Advocate

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:20:49 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:21:20 AM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Tue, Mar 27, 2018 at 2:28 PM
Subject: RE: Your silence
To: Gibson Nyambura <gibson.nyambura@lacity.org>

Gibson,

I think you understand this is not about patience. This is the end of March.

We have the RIGHT to get the word out about this election, and outreach has to be done.

You saw my letter awhile ago….we need this date of June 3rd, and we need it confirmed soon.

I had also asked Mike Fong to look into the empower la website and tell me why the BONC special meeting we had on March 13th is listed as “cancelled” on your site, and where are the minutes from that meeting?

Thanks,

LIsa

From: Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
Sent: Tuesday, March 9:
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Subject: Re: Your silence

Lisa,

Thank you for your patience. I did commit to following up. I am still working on them.

Best,

On Fri, Mar 23, 2018 at 4:54 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Gibson,
>
> I am confused. Per your DONE pledge, you say you will get back to stakeholders the same day. We are now going on day three with no answers as the June 3rd city clerk election request.
>
> Please advise.
>
> Thanks,
>
> Lisa

From: Chapman, Lisa
Sent: Thursday, March 22, 2018 3:24 PM
To: gibson.nyambura@lacity.org
Subject: Your silence

Hi Gibson,

Any feedback?? We are now sitting at March 22nd, still with no answers.....

Lisa

Lisa Chapman, MSO II

Practice Manager

UCLA Health

2001 Santa Monica Blvd. Ste 370/380

Santa Monica, CA 90404

Cell: [redacted]

[redacted]@[redacted]ucla.edu

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--

Gibson Nyambura

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:20:31 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:21:02 AM GMT-07:00

---------- Forwarded message ----------
From: **Mike Fong** <mike.fong@lacity.org>
Date: Tue, Mar 27, 2018 at 7:51 PM
Subject: Re: How would Vote-by-mail work?
To: GSA President [redacted]@[redacted]a.ucla.edu>

Hi Michael,

Hope you are doing well. Thank you very much for your email.

Our Dept will be working with the Office of City Clerk. Chris Garcia from the Office of City Clerk will be the lead on the VBM program. We will be working closely with the Office of the City Clerk on the election process including VBM.

Thank you very much for your feedback. We will be in contact soon regarding the election process and community meetings.

Thanks!

Best,

Mike

On Sat, Mar 24, 2018 at 12:27 PM, GSA President <[redacted]@[redacted].ucla.edu> wrote:

> Hello Mike and Grayce,
>
> I hope you've been well! Thanks again for your commitment to facilitating a fair and open election on our subdivision application! I know this process has and will continue to take up a lot of time and energy from your staff--but nothing more empowers a neighborhood than allowing its stakeholders to democratically determine their own destiny.
>
> First, I wanted to reiterate my hope that the election proceed on May 22nd and not be moved to Sunday June 3rd. Not only would the latter date's proximity to finals inhibit student participation: holding an election on a Sunday would exclude tens of thousands of students, faculty, staff, and business workers who commute to Westwood only on weekdays. Indeed, it appears our opponents are requesting that the election be held on a Sunday precisely in order to exclude the voices of non-residents.
>
> Secondly, I wanted to inquire how Vote-by-mail would work. This voting method should only be offered if it can be administered fairly. In order for it to be administered fairly, every stakeholder would need to have equal access to this voting method. That would require either 1) DONE send mail ballots not only to homeowners, but also every renter, every one of the tens of thousands of students living in dorms, every person who works, goes to school in, or

participates in a Westwood organization, etc. I realize this would be logistically challenging; but sending ballots only to homeowners would be so patently unfair that it would be worse than not offering VBM at all, which raises the possibility of 2) Not mailing VBM to anyone, but allowing any stakeholder to request a VBM ballot either online or by written application that could be distributed at your information sessions and perhaps by opponents and proponents of the subdivision.

Thirdly, what if any verification method would you require for VBM? It's important that the method must not be easier to satisfy for one stakeholder group than another. If Homeowners could just stick in their water bill, workers should be able to stick in a pay stub, and members of the UCLA community should be able to stick in a copy of their Bruin Card (which is a UCLA photo ID). It would not be fair to impose a more cumbersome process, such as obtaining copies of transcripts, letters from the Registrar or employers, etc.

Thanks again for working with us to ensure that all stakeholders are empowered with an equal opportunity to be heard! If you'd like to discuss any logistical possibilities, feel free to reach me at [redacted].

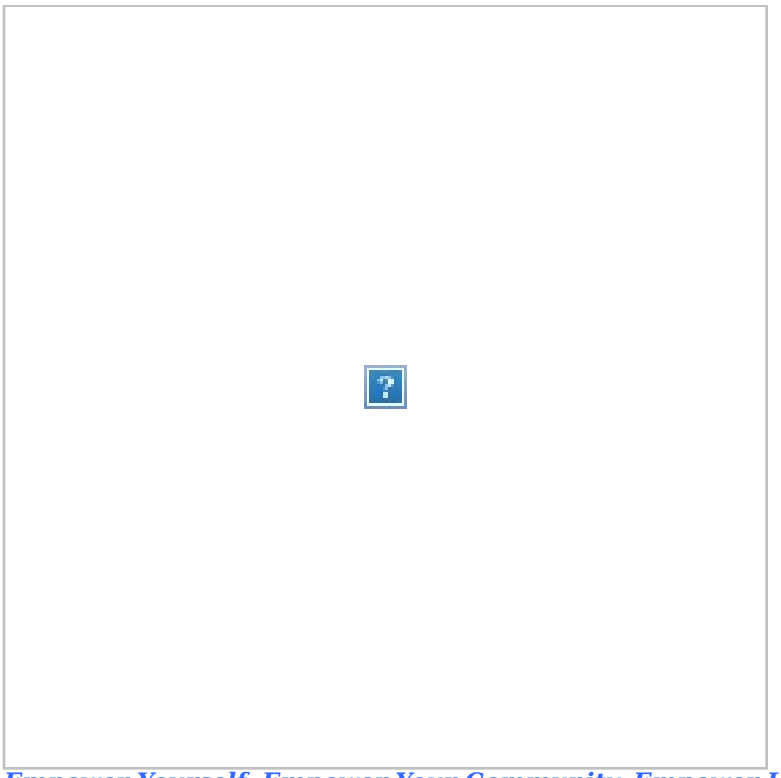
Best regards,
Michael Skiles
President, UCLA Graduate Students Association
Graduate Chair, UC Council of Student Body Presidents

--

Mike Fong
Director of Policy and Government Relations

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:19:26 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:19:57 AM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Thu, Mar 29, 2018 at 4:21 PM
Subject: RE: Date for election
To: Gibson Nyambura <gibson.nyambura@lacity.org>

The perhaps silence is not the best approach, Gibson. Why can you not get us a time frame of when this will be done?

From: Gibson Nyambura <gibson.nyambura@lacity.org>
Sent: Thursday, March 29, 2018 4:19 PM

To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Subject: Re: Date for election

Lisa,

I am doing my due diligence. I am working to provide you an answer. Please don't assume my silence is complacency, I am making sure that your concerns are being recognized. I will communicate with you once I have an answer.

Best,

On Thu, Mar 29, 2018 at 3:06 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Gibson,
>
> Are you even helping us anymore as our liaison for DONE? Because it seems that there is no urgency, and frankly, that you would like to see us fail.
>
> Is that in fact, the case?
>
> Lisa

From: Gibson Nyambura <gibson.nyambura@lacity.org>
Sent: Thursday, Marc 8 2
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Subject: Re: Date for election

Lisa,

I do not have an answer to your question. I will follow up.

Best,

On Thu, Mar 29, 2018 at 9:12 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Gibson,
>
> We have now reached the end of March.
>
> Do you know when we will have a decision on the election date?
>
> Please get back to me today.
>
> Thanks,
> Lisa
>
> Lisa Chapman, MSO II
> Practice Manager
> UCLA Health
> 2001 Santa Monica Blvd. Ste 370/380
> Santa Monica, CA 90404
> Cell: [redacted]
> [redacted]@[redacted]ucla.edu
>
> UCLA Health

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Gibson Nyambura

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:19:01 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:19:32 AM GMT-07:00

[redacted]

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---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Mon, Apr 2, 2018 at 4:08 PM
Subject: Re: Legislative Report
To: Gibson Nyambura <gibson.nyambura@lacity.org>
Cc: "grayce.liu@lacity.org" <grayce.liu@lacity.org>, "Mike.Fong@lacity.org" <Mike.Fong@lacity.org>

Gibson,

It’s now April 2nd.

When is there going to be a decision or any feedback on the date of the subdivision election?

As I’ve said, both sides should have the right to adequate outreach for an election.

The precedent for all other elections in our region has been a Sunday.

Please get back to me.

Thanks,
Lisa

Sent from my iPhone

On Apr 2, 2018, at 1:09 PM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:

> Good afternoon Board Members,
>
> Please find the attached the weekly legislative report.
>
> The City Council will be in recess for Passover and Good Friday.
>
> Have a great day.
>
> Best,
> --
>
> **Gibson Nyambura**
> Neighborhood Council Advocate
>
> **Department of Neighborhood Empowerment**
> 200 N. Spring Street, Suite 2005
> Los Angeles, CA 90012
> Office | 213-978-1551 Fax | 213-978-1751
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>
> <Weekly Legislative Report Friday March_30_2018.pdf>

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:18:45 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:19:16 AM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Tue, Apr 3, 2018 at 9:22 PM
Subject: Re: Neighborhood Council Subdivision Election Update
To: Mike Fong <mike.fong@lacity.org>
Cc: "grayce.liu@lacity.org" <grayce.liu@lacity.org>, "gibson.nyambura@lacity.org" <gibson.nyambura@lacity.org>, Eli Lipmen <commissionerlipmen@gmail.com>, "jasmine.shamolian@lacity.org" <jasmine.shamolian@lacity.org>, "Terry A. Tegnazian" <terrteg@earthlink.net>, Sandy Brown <[redacted]>, Stephen Resnick <[redacted]>

Mike,

Please explain how DONE came to the conclusion of the May 22nd date. We would like to hear how that date was chosen, as the city clerk also offered the June 3rd date, and actually offered that date as the best option.

You have willfully chosen to disenfranchise a huge block of working families. You have in face chosen to favor the students of the potential North Westwood NC.

We deserve an explanation of how that date was agreed upon. I was under the impression that you were required to work with both groups in order to agree upon a date. You wrote that in your decision letter to uphold the election moving forward.

Done did not reach out to our group to work with us on a date decision.

You have now fully sided with only one group in this whole process, and still we have no explanation? This is not what you are required to do in communication with Neighborhood Councils.

Please get back to us by tomorrow with your explanation of this election date decision.

Thanks,
Lisa

Sent from my iPhone

On Apr 3, 2018, at 3:45 PM, Mike Fong <mike.fong@lacity.org> wrote:

> Good afternoon:

Hope you are doing well.

I have attached an update on the subdivision elections below:

North Westwood NC Subdivision Election

The North Westwood NC Subdivision Election will be on Tuesday, May 22, 2018.

Saturday, April 7 - on-line vote-by-mail application is available via City Clerk website

Tuesday, May 15 - last day to request a vote-by-mail ballot

Historic Cultural North NC Subdivision Election

The Historic Cultural North NC Subdivision Election will be on Thursday, June 7, 2018.

Monday, April 23 - on-line vote-by-mail application is available via City Clerk website

Thursday, May 31 - last day to request a vote-by-mail ballot

Little Bangladesh/Wilshire Center NC Subdivision Election

The Little Bangladesh/Wilshire Center NC Subdivision Election will be on Tuesday, June 19, 2018.

Saturday, May 5 - on-line vote-by-mail application is available via City Clerk website

Tuesday, June 12 - last day to request a vote-by-mail ballot

There will be two polling locations for each subdivision election. One polling location will be in the area proposed to be subdivided and the other polling location will be in the area outside the proposed subdivision but within the affected Neighborhood Council boundaries.

Vote by Mail will be available for each subdivision election. Dates to request a vote-by-mail application are referenced above.

We will keep you posted regarding additional updates to the subdivision election process.

Best,

Mike

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--

Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



Hermon NC subdivision election was held in a church auditorium (all religious symbols were hidden/removed).

Thanks!

Best,

Mike

On Tue, Apr 10, 2018 at 4:29 PM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:

> Mike,
>
> WWNC had these questions for tomorrow's meeting. Would like some assistance in answering these questions?
>
> Best,
> ---------- Forwarded message ----------
> From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
> Date: Tue, Apr 10, 2018 at 4:18 PM
> Subject: RE: VBM link
> To: Gibson Nyambura <gibson.nyambura@lacity.org>
> Cc: "Sandy Brown ([redacted])" <[redacted]>, "Stephen Resnick ([redacted])" <[redacted]>
>
> OK thanks. We will see you then. Could you please have the answer to these questions as well? Who reserves the Westwood Rec Center for the election? Is it the city clerk? And also…who pays for that, the city?
>
> If it is at a church, would the city pay to rent that space?
>
> Thanks,
>
> Lisa
>
> **From:** Gibson Nyambura <gibson.nyambura@lacity.org>
> **Sent:** Tuesday, April 10, 2018 4:14 PM
>
> **To:** Chapman, Lisa <[redacted]@[redacted]ucla.edu>
> **Cc:** Sandy Brown ([redacted]) <[redacted]>; Stephen Resnick ([redacted]) <[redacted]>
> **Subject:** Re: VBM link
>
> Lisa,

I will be there tomorrow. The link will be up.

Best,

On Tue, Apr 10, 2018 at 2:26 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Thanks Gibson, we already received this from the City Clerk.
>
> What could be the problem with getting it up on your site? I'm confused. You all post things all the time.
>
> It was supposed to have been up on Saturday, as you all promised.
>
> You have not replied as to whether you will be at the meeting tomorrow to answer our questions?
>
> Thanks,
>
> Lisa
>
> **From:** Gibson Nyambura <gibson.nyambura@lacity.org>
> **Sent:** Tuesday, April [redacted] 2:0[redacted]
> **To:** Chapman, Lisa [redacted] [redacted] cla.e
> **Cc:** [redacted]>; Stephen Resnick ([redacted]) <[redacted]>
> **Subject:** Re: VBM link
>
> Lisa,
>
> Attached is the link for the website. Working with our team on getting it on the website.
>
> http://clerkappsele.lacity.org/vbmreg/#/vbm
>
> Best,
>
> On Mon, Apr 9, 2018 at 4:38 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

Gibson,

We still have not heard from you, and we still do not see the link posted on DONE's website.

Please advise.

Thanks,

Lisa

From: Chapman, Lisa
Sent: Monday, April 09, 2018 9:39 AM
To: 'Gibson Nyambura' <gibson.nyambura@lacity.org>
Cc: Sandy Brown ([redacted]) <[redacted]>; Stephen Resnick ([redacted]) <[redacted]>
Subject: VBM link

Gibson,

We could not find any VBM link for vote by mail requests on Saturday…please advise of the link, please send to us today.

Not sure why this was not posted on Saturday as promised.

Thanks,

Lisa

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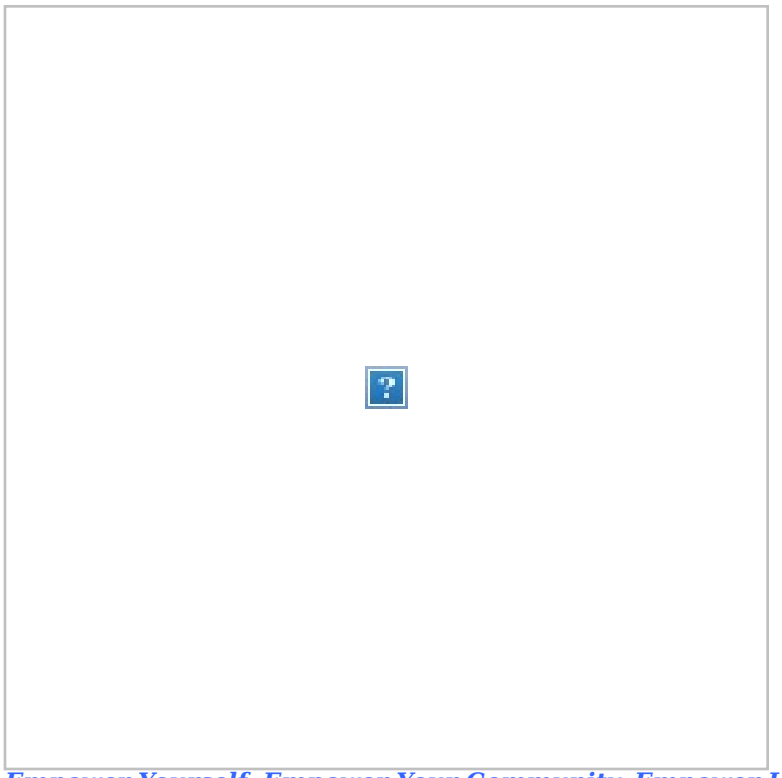


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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:17:05 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:17:36 AM GMT-07:00

---------- Forwarded message ----------
From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Tue, Apr 17, 2018 at 10:19 AM
Subject: Re: Daily Bruin Inquiry Re: WWNC Boundary change
To: [redacted]@[redacted].ucla.edu
Cc: Grayce Liu <grayce.liu@lacity.org>, Mike Fong <mike.fong@lacity.org>

Alana,

Thank you for inquiry on the Westwood Neighborhood Council boundary changes. I have cc'd Grayce Liu in this email and she will be able to assist.

Best,

On Mon, Apr 16, 2018 at 12:57 PM, Alana Mouchard <webmaster@empowerla.org> wrote:

> From: Alana Mouchard [redacted]@[redacted].ucla.edu>
>
> Hello,
>
> My name is Alana Mouchard and I am a student reporter for the Daily Bruin at UCLA. I'm writing an article on the proposed boundary changes in the upcoming Westwood Neighborhood Council/North Westwood Neighborhood Council vote on May 22. I'd love to ask you a couple of quick questions regarding the logistics of changing the boundary lines and the process that the city/wwnc will need to go through to get this approved.
>
> I can be reached via email, at [redacted]@[redacted].ucla.edu or by phone, [redacted]
>
> Thanks!
> Alana
>
> --
> This e-mail was sent from the contact form on EmpowerLA's department page.

--

Gibson Nyambura
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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:16:31 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:17:03 AM GMT-07:00

---------- Forwarded message ----------
From: **Mike Fong** <mike.fong@lacity.org>
Date: Tue, Apr 17, 2018 at 5:24 PM
Subject: Re: WWNC subdivision election and next meeting
To: Gibson Nyambura <gibson.nyambura@lacity.org>

Hi Gibson,

Hope you are doing well.

Thanks for the update.

I will circle back with Chris Garcia of City Clerk and will keep you posted.

Thanks!

Best,

Mike

On Mon, Apr 16, 2018 at 10:40 AM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:

> Mike,
>
> I got this email from Lisa Chapman.
>
> ---------- Forwarded message ----------
> From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
> Date: Fri, Apr 13, 2018 at 5:23 PM
> Subject: RE: WWNC subdivision election and next meeting
> To: Gibson Nyambura <gibson.nyambura@lacity.org>
> Cc: "Sandy Brown ([redacted])" <[redacted]>, "laura winikow ([redacted])" [redacted]>, "Stephen Resnick ([redacted])" <[redacted]>
>
> Gibson…it's 5:23 on Friday evening. Seriously?
>
> ---
>
> **From:** Chapman, Lisa
> **Sent:** Friday, April 13, 2018 12:44 PM
> **To:** 'Gibson Nyambura' <gibson.nyambura@lacity.org>

Cc: Sandy Brown ([redacted]) <[redacted]>; laura winikow ([redacted]) <[redacted]>; Stephen Resnick ([redacted]) <[redacted]>
Subject: WWNC subdivision election and next meeting

Hi Gibson,

Just an update from our end. The Westwood Presbyterian Church will NOT be able to host the election on a weekday due to their preschool, so we will need to have it at the Westwood Rec Center. Please confirm that the City Clerk has already made those reservations and payment arrangements, and that they will have staff that open the doors, etc.

Secondly, please let us know who will be attending our May meeting on May 9th. We have requested all three, including you, of Grayce Liu, Mike Fong, and Darren Martinez. We would prefer NOT to have Carmen Hawkins answer these questions.

We are also awaiting the City Attorney's response on how Westwood Village does not meet all the criteria of being a "shared resource" area.

Please get back to us by today, as you promised you would, on each of these things. And sending a reply email after 5 PM on a Friday, is not upholding your promise.

Thanks,

Lisa

Lisa Chapman, MSO II

Practice Manager

UCLA Health

2001 Santa Monica Blvd. Ste 370/380

Santa Monica, CA 90404

Cell: [redacted]7

[redacted]@[redacted]ucla.edu

UCLA Health

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:14:08 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:14:40 AM GMT-07:00

---------- Forwarded message ----------
From: **Mike Fong** <mike.fong@lacity.org>
Date: Thu, Apr 19, 2018 at 9:09 AM
Subject: Re: Department of Neighborhood Empowerment Community Meeting
To: Sevak Paramazian <sevak.paramazian@lacity.org>
Cc: Gibson Nyambura <gibson.nyambura@lacity.org>

Thank you, Sir.

On Thu, Apr 19, 2018 at 8:53 AM, Sevak Paramazian <sevak.paramazian@lacity.org> wrote:

> Hi Mike,
>
> The page has been updated.
>
> Thank you,
>
> On Thu, Apr 19, 2018 at 8:49 AM, Mike Fong <mike.fong@lacity.org> wrote:
>
> > Hi Sevak,
> >
> > Thank you so much.
> >
> > Please add the following election polling site info also for North Westwood page:
> >
> > Westwood Recreation Center Room C on May 22 from 2 pm - 8 pm. (1350 S Sepulveda Blvd, Los Angeles, CA 90025)
> >
> > I will keep you posted regarding the 2nd polling location.
> >
> > Thanks!
> >
> > Best,
> >
> > Mike
> >
> >
> > On Thu, Apr 19, 2018 at 8:39 AM, Sevak Paramazian <sevak.paramazian@lacity.org> wrote:
> >
> > > Hi Mike,
> > >
> > > I have added the Parking instructions on the website.
> > >
> > > Thank you,
> > >
> > > On Wed, Apr 18, 2018 at 10:13 PM, Mike Fong <mike.fong@lacity.org> wrote:
> > >
> > > > Hi Sevak,
> > > >
> > > > Hope you are doing well.
> > > >
> > > > Please update parking info below for the May 8 North Westwood NC Subdivision town

hall meeting. Please include info on North Westwood landing page.

Thanks!

Best,

Mike

---------- Forwarded message ----------
From: **GSA President** <[redacted]@[redacted].ucla.edu>
Date: Wed, Apr 18, 2018 at 10:50 AM
Subject: Fwd: Department of Neighborhood Empowerment Community Meeting
To: "Mike.Fong@lacity.org" <Mike.Fong@lacity.org>, "Gibson.nyambura@lacity.org" <Gibson.nyambura@lacity.org>

Here's the parking info. We might want to change "say they're here for Board of Neighborhood Commissioners meeting" to something else?

Begin forwarded message:

> **From:** "Magnone, Brian" [redacted]@[redacted].ucla.edu>
> **Date:** April 18, 2018 at 10:35:53 AM PDT
> **To:** "Fortier, Renee" <[redacted]@[redacted].ucla.edu>, 'GSA President' [redacted]@g[redacted]ucla.edu>
> **Cc:** "Humber, Delya" <[redacted]@ucla.edu>, "Manguso, Raymond" [redacted]@[redacted].ucla.edu>, "Koerbling, Lisa" [redacted]@[redacted].ucla.edu>
> **Subject: RE: Department of Neighborhood Empowerment Community Meeting**
>
> Good morning Michael,
>
> We have arranged parking for the Board of Neighborhood Commissioners Meeting in our parking Structure 4 located on the north side of our campus. The entrance to the structure is located on Westwood Plaza off of Sunset Blvd. Please note the location (P4) in the image below.
>
> We will have two parking attendants until 6:00pm in our K4 Parking & Information kiosk located at the entrance to the structure. Guests should let the attendants know they are here for the **Board of Neighborhood Commissioners Meeting** (or confirmation #**544336**) and guests will be issued a permit to park in the structure.
>
> The Ackerman Union building is located above the parking structure, just south of Bruin Plaza.



Thank you,

Brian Magnone

UCLA Events & Transportation

Special Events Manager

310-825-1286 - office

310-738-4850 - mobile

From: Fortier, Renee
Sent: Wednesday, Ap 8, 2 AM
To: 'GSA President' .ucla.edu>
Cc: , Delya @ucla.edu>; Magn n ucla.edu>; Manguso, Raymond <@ ucla.edu>; Koerbling, Lisa @ .ucla.edu>
Subject: RE: Department of Neighborhood Empowerment Community Meeting

Michael, it will be in Structure 4. By copy of this I am asking that Brian Magnone who manages Special Event Parking email you with the details.

Renee

Renée A. Fortier

Executive Director

UCLA Events & Transportation

555 Westwood Plaza, Suite 100

Los Angeles, CA 90095

From: GSA President @ .ucla.edu]
Sent: Wednesday, A 2018 7:31 AM
Cc: Fortier, Renee <@ .ucla.edu>; Humber, Delya @ucla.edu>
Subject: Re: Department of Neighborhood Empowerment Community Meeting

Hello Renee and Delya,

Is there any update as to where we shall offer parking for the May 8th meeting at Ackerman? The city is under pressure to announce soon.

Best,

Michael

On Apr 13, 2018, at 12:09 PM, Beck, Michael <[redacted]@ucla.edu> wrote:

Michael,

Yes. I will ask Transportation to work with you on how to support the meeting.

...Michael

Michael J. Beck
Administrative Vice Chancellor
<image003.jpg>
UCLA Administration
Murphy Hall 2211

Box 951405

Los Angeles, CA 90095-1405
(310) 825-2411

From: GSA President [[redacted]@[redacted].ucla.edu]
Sent: Friday, April [redacted] 41 AM
To: Beck, Michael [redacted]@ucla.edu>
Subject: Department of Neighborhood Empowerment Community Meeting

Dear Michael,

The Department of Neighborhood Empowerment will hold 3 community info meetings on the subdivision proposal. One on April 25th at Damoka (rug store in Persian square) and one on May 8th at Ackerman Union from 5 to 7pm and one at a location and time to be determined by WWNC.

Given that there are 3 info sessions and they're of lesser significance than BNC hearings, I don't anticipate that more than 20 vehicles would need to park for the May 8th Ackerman meeting, at most. Still, DONE asks that we provide parking for those who need it and with this we would appreciate your assistance. Parking Structure 4, or else something around the Luskin Center would be ideal.

Best regards,

Michael Skiles

President, UCLA Graduate Students Association

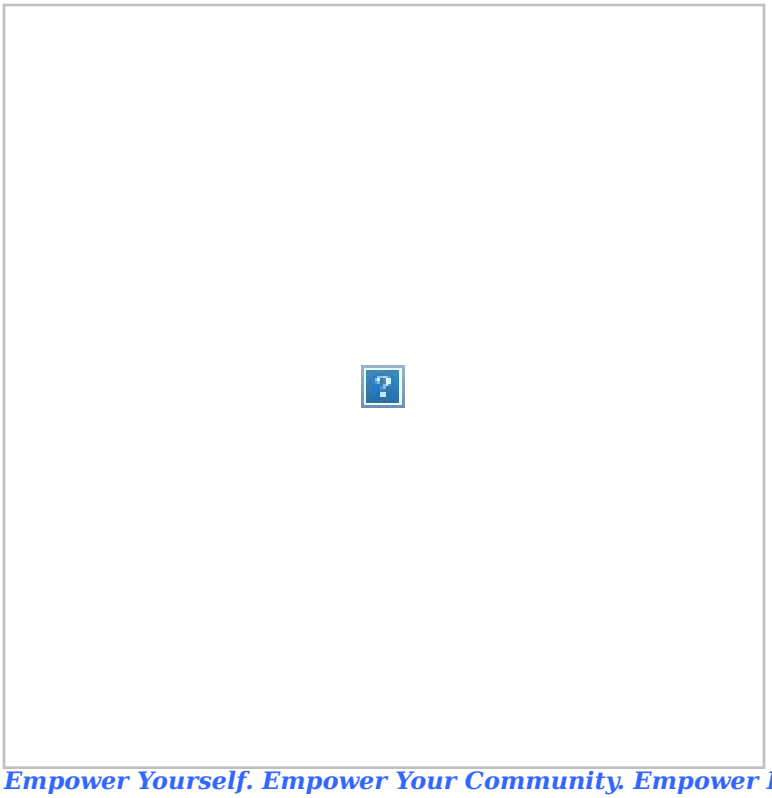
Graduate Chair, UC Council of Student Body Presidents

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Mike Fong
Director of Policy and Government Relations

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Sevak Paramazian
Systems Manager

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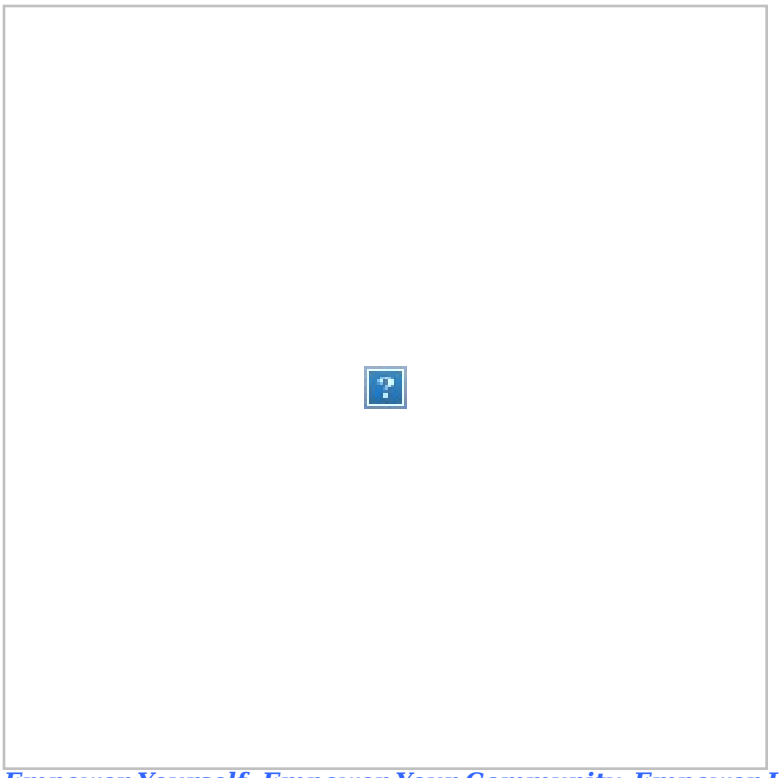
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Sevak Paramazian
Systems Manager

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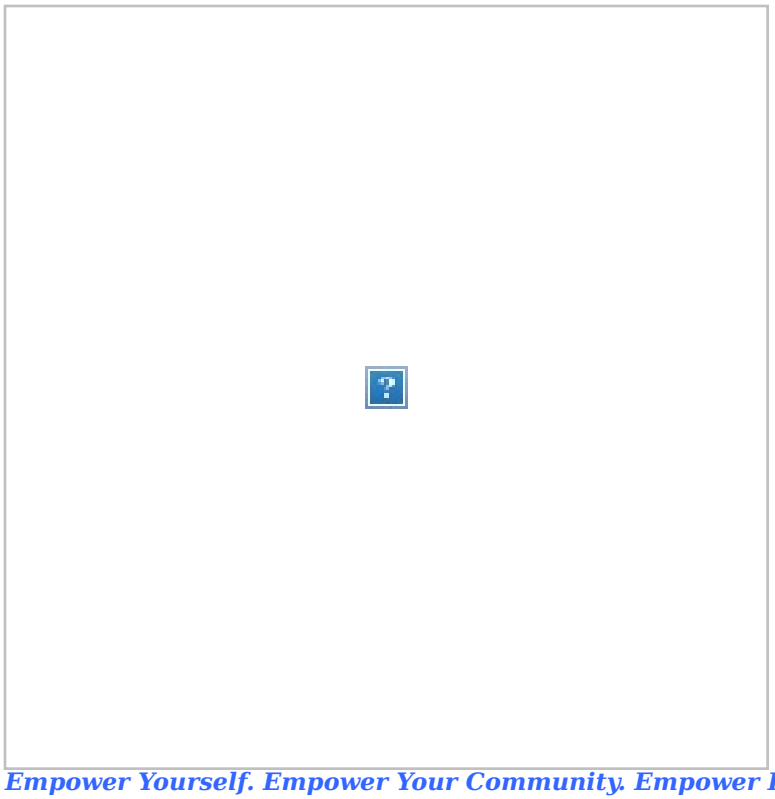
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Mike Fong
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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:02:25 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:02:56 AM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Fri, Apr 20, 2018 at 9:37 AM
Subject: RE: FW: Department Follow Up
To: Mike Fong <mike.fong@lacity.org>
Cc: Gibson Nyambura <gibson.nyambura@lacity.org>, "westwoodnc@googlegroups.com" <westwoodnc@googlegroups.com>, Terry Tegnazian [redacted]>, "Carole H. Magnuson [redacted])" [redacted]>, H&D Nussbaum [redacted]>, "Commission@Empowerla.org" <Commission@empowerla.org>

Mike,

I would also ask that you answer the question regarding DONE's response of Westwood as a shared resource boundary and why you said it was a finding from the city attorney's office.

Please advise on that as well.

Thanks,

Lisa

From: Chapman, Lisa
Sent: Friday, April 20, 2018 9:18 AM
To: 'Mike Fong' <mike.fong@lacity.org>
Cc: 'Gibson Nyambura' <gibson.nyambura@lacity.org>[redacted]roups.com'[redacted]u[redacted]an'[redacted]n[redacted]>; 'H&D Nussbaum' <[redacted]>
Subject: RE: FW: Department Follow Up

Mike,

I have now asked in several emails for you to comment on the public meeting at Damoka. We have not heard your response to this, and are asking for it now.

Please advise this morning.

Thanks,

Lisa

From: Chapman, Lisa
Sent: Thursday, April 19, 2018 10:23 AM
To: 'Mike Fong' <mike.fong@lacity.org>
Cc: Gibson Nyambura <gibson.nyambura@lacity.org>; 'westwoodnc@googlegroups.com' <westwoodnc@googlegroups.com>
Subject: RE: FW: Department Follow Up

Hello Mike,

Thanks for your response, and for clarifying the number of meetings.

Yes, Belmont is a possibility as is the Church, we are actively working on some dates.

While I appreciate you summarizing the currently scheduled WW Forward meetings, you have not addressed the issue of Damoka. We have relayed, on several occasions, and with Gibson last week, that Damoka has NO parking, so it should not be considered as a meeting space that is open to the public to attend. There have been NO parking arrangements made, and I am really confused as to why you all are skirting this issue.

I was told these community meetings were to be accessible to the public. If this meeting place has no parking, it makes it non-accessible. I would like this to be addressed immediately.

And on the last note, I have had no response as to why we received a letter from Gibson regarding Westwood Village as a shared resource that was supposedly vetted by the City Attorney's office, when in fact, per Darren Martinez's email of yesterday, they are not responsible for that decision. Why did your office give us erroneous information on this? Please advise, as I find this to be incredibly misleading.

I look forward to hearing back from you.

Best regards,

Lisa

From: Mike Fong <mike.fong@lacity.org>
Sent: Thursday, Apri 8:
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Cc: Gibson Nyambura <gibson.nyambura@lacity.org>
Subject: Re: FW: Department Follow Up

Good morning Lisa,

Hope you are doing well. Thank you very much for your email.

There will be four community meetings (two in proposed North Westwood NC area) and two meetings in Westwood NC area (not in proposed North Westwood boundaries).

Please advise of possible locations for the meetings in the Westwood NC area that are not in proposed North Westwood NC area. Would a community meeting at Belmont Village Senior Center be a possible location for a community meeting?

Community meetings currently set up are as follows:

Community Meeting

Wednesday April 25th at 5:30pm

Damoka

1424 Westwood Blvd.

Los Angeles, CA 90024

Community Meeting

Tuesday, May 8th at 5 pm

Ackerman Bruin Viewpoint Room. (Located on the A-level of Ackerman student union)

308 Westwood Plaza

LA, CA 90095

> Parking has been arranged for the meeting at Ackerman in Parking Structure 4 located on the north side of our campus. The entrance to the structure is located on Westwood Plaza off of Sunset Blvd.
>
> Guests should let the attendants know they are here for the **meeting** (#544336) and guests will be issued a permit to park in the structure.

The Ackerman Union building is located above the parking structure, just south of Bruin Plaza.

Vote by Mail forms are also currently available at https://clerkappsele.lacity.org/vbmreg/#/vbm and may be requested up to 7 days (May 15) prior to the election on May 22.

There will be a polling location at Westwood Recreation Center Room C on May 22 from 2 pm - 8 pm. (1350 S Sepulveda Blvd, Los Angeles, CA 90025)

Thank you very much.

Best,

Mike

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

From: Chapman, Lisa
Sent: Wednesday, April 18, 2018 10:44 AM
To: 'Gibson Nyambura' <gibson.nyambura@[redacted]o
<westwoodnc@googl[redacted]' [redacted]>
Cc: [redacted]>; Carole H. Magnuson ([redacted])
[redacted]; grayce.liu@lacity.org; Mike Fong <mike.fong@lacity.org>;
'jasmine.shamolian@lacity.org' <jasmine.shamolian@lacity.org>; 'paul.koretz@lacity.org'
<paul.koretz@lacity.org>
Subject: RE: Department Follow Up

Hi Gibson,

I am writing this to you on Wednesday, April 18, one full week since our last board meeting where we discussed many things, all of which you told us you would be getting back to us by Friday. I didn't hear from you on Friday and sent you an email. We still have not heard one word from you about any of the items we discussed at the board meeting and via emails after that meeting, even after two more email requests from me for you to contact us.

According to DONE's rules of conduct, this kind of thing isn't supposed to happen. You are required to answer our questions and stay in contact with us as our DONE representative, is that not correct? This lack of communication to us by your office is not right, and not proper.

So let me remind you of what we are seeking answers to:

1). Per your letter below, you talk of the 2 community meetings. We are unsure if you mean two TOTAL community meetings or two in our boundaries and two in WW Forward's boundaries. Your department has not discussed this detail with us. We see that there has been a meeting scheduled at Damoka Rug, which is a business on Westwood Blvd that is currently in our boundaries, and proposed to be in NWWNC boundaries if they win an election. The issue, as very clearly stated to you is that this is a business that has NO parking available, so it should NOT be a proper site to house a community meeting. The reason that NWWNC formation cmte has asked for this location is that it is owned and operated by Alex Helmi, who is a very vocal supporter of WW Forward. A community meeting should be held in a place where public parking is available, and we believe should not be held by a private business that is clearly supporting one side, both privately and publicly. There is NO available metered parking there, it is scarce on any day of the week. This is NOT an appropriate venue and we have asked that it be moved. Please clarify how many community meetings there are to be scheduled, and what you will be doing to choose these sites. We were told we would be a part of that process, but just as we were told by Mike Fong, that we would be a part of the process for choosing the election date, we clearly were not.

2). I emailed you, as promised, on Thursday, April 12, 2018 after getting confirmation from the Westwood Presbyterian Church that we could NOT do the election there, so I told you to go ahead with the Westwood Rec Center, which you said had been reserved by the City Clerk. I asked for confirmation of that and if they had made full arrangement with the park manager and staff. There is a reason for seeking that confirmation, we need to let our stakeholders know where the election sites are NOW, and at our second to last election at the park, no one showed up to open doors or have the community room available. We had to have the election in the hallways. We want to make sure everything has been asked for and will be ready to go. The election is just a month away.

3). We have asked both Grayce Liu and Mike Fong to attend our last two monthly board meetings, and they have chosen not to do so. We have asked again to have them be at our meeting on May 9th. We have heard nothing back from you on this. It is important that they be there. They seem to have chosen to have you represent the department's viewpoints over the past many weeks, yet now, we are not even hearing from YOU. You have been ill-prepared at our meetings when we have questions, even those submitted in advance of the meeting, so having Grayce and Mike there will be very important.

4). We have asked for explanation from the City Attorney about our qualifications for having Westwood Village be a "shared resource" between the two councils, should WW Forward win their election. We qualify under every criteria for shared resources in Article 3, which is familiar to you, Mike, Grayce, and the City Attorney, per Sandy Brown's letter and our unanimously passed boundary resolution of last week. It was of great concern that you mentioned last week that it would be discussed after the election, and if

WW Forward won, that they could “agree” to shared boundaries. That is not proper, nor listed anywhere in Article 3 or in the subdivision rules. We qualify in every way to share Westwood Village, and just because a group has come in to try and take it, does not make the fact that it is in our boundaries any different. They have no say on whether it is a shared boundary area, it meets all the criteria to be one. Please get that explanation to us as you promised.

It is of great concern, and also huge disappointment that we find ourselves in this situation, Gibson. We have been asking for your department’s feedback and replies, and we receive nothing. How is this reasonable or proper? You are there solely to support Neighborhood Councils. WE ARE NOT BEING SUPPORTED BY YOU, OR DONE!

Please get back to us today.

Thanks,

Lisa Chapman

President, Westwood Neighborhood Council

From: Gibson Nyambura <gibson.nyambura@lacity.org>
Sent: Friday, April 06, 2018 5:51 PM
To: Westwood NC <WWNC@empowerla.org>
Subject: Department Follow Up

Good afternoon Westwood Neighborhood Council,

Thank you for agendizing the boundary adjustment to include the cemetery for our April 11, 2018 meeting. If it passes, we will work with the board to submit a boundary adjustment application to the Board of Neighborhood Commissioners, which will hopefully pass prior to the subdivision election. The other boundary adjustments for shared resources will not be considered until the conclusion of the subdivision election when we know whether or not there will be a North Westwood Neighborhood Council. Also, please note that Westwood Village cannot be a shared because only areas designed for public use, such as a park, school, library, police or fire station, major thoroughfare, or contains a landmark or facility with historical significance, can be shared between Neighborhood Councils. Although Westwood Village may have a landmark or facility with historical significance within the area, it does not qualify the whole village as a shareable asset per the Office of the City Attorney.

As for the May 22nd election date, we considered the issues for both the May 22nd and June 3rd date. Based on feedback we received from the Formation Committee and businesses, a weekend election date was harder because businesses would not be open and the June 3rd starts to encroach into the finals schedule for UCLA students. From those who supported the June 3rd date, the main concern was for those who could not go to a polling location because they worked. Because we could mitigate the concern for June 3rd more, we maintained the original May 22nd election date. We have worked with the City Clerk to extend polling hours from 4 to 6 hours and to conduct the election from 2 pm to 8 pm so those who work would have time to vote after work. In addition, because we could not offer online voting, City Clerk will have a vote-by-mail option as well for anyone who cannot vote at the polls.

We would like to schedule 2 community outreach meetings outside of the proposed North Westwood Neighborhood Council, but within the Westwood Neighborhood Council's existing boundaries in the next few months. In addition, we will need a polling location in this area as well for the May 22nd polling location. I am happy to take recommendations for dates and locations from board members during my time on the agenda unless the board wants to take formal action to select everything. In that case, the board can call a special meeting for April 11th to take this action.

Thank you for your assistance.

Best,

Gibson Nyambura
Project Coordinator
Department of Neighborhood Empowerment
14410 Sylvan Street
Van Nuys, CA 91406
Tel: 818-374-9898

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Mike Fong
Director of Policy and Government Relations

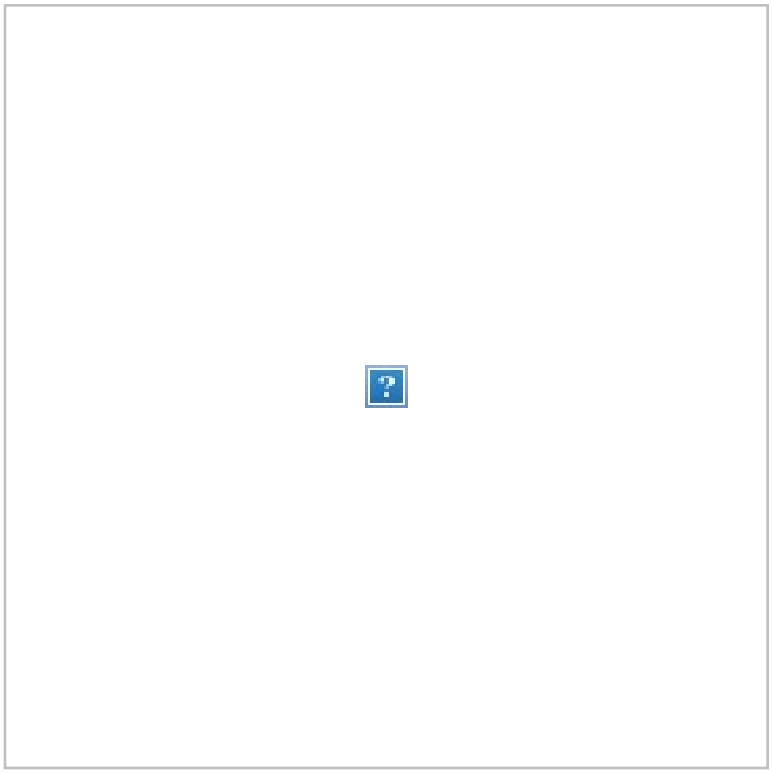
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200 North Spring Street, Suite 2005

Los Angeles, CA 90012

(213) 978-1551
mike.fong@lacity.org

Web | www.EmpowerLA.org



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--

Gibson Nyambura
Neighborhood Council Advocate

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:01:58 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:02:29 AM GMT-07:00

---------- Forwarded message ----------
From: **Sofia Anguiano** <sofia.anguiano@lacity.org>
Date: Fri, Apr 20, 2018 at 10:45 AM
Subject: Re: Rieber Vista
To: Terry Tegnazian [redacted]t>
Cc: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>, Mike Fong <mike.fong@lacity.org>, "gibson.nyambura@lacity.org" <gibson.nyambura@lacity.org>, "christopher.garcia@lacity.org" <christopher.garcia@lacity.org>, "Carole H. Magnuson ([redacted]" [redacted]>, "Sandy Brown ([redacted])" <[redacted]>, "Stephen Resnick ([redacted])" <[redacted]>

Goor morning Terry,

I understand your concerns and have emailed Vice Chancellor Beck requesting the use of Weyburn Commons. I hope to secure it by today as voting instructions will begin being mailed to VBM applicants beginning on Monday. I will keep you all posted on the outcome.
Best,
Sofia

On Fri, Apr 20, 2018 at 9:44 AM, Terry Tegnazian [redacted]> wrote:

> Dear Sofia - you may think that polling sites on campus work in regular elections, but I can tell you absolutely based on the experience of our neighborhood in the last election with a polling place on campus, we had nothing but a stream of complaints from neighbors who could not even find the polling place.
>
> Most of the UCLA campus is NOT a good polling place for municipal elections, both because of the lack of adequate parking and confusion of people who are not familiar with the campus.
>
> How about changing the Rieber site to a location within Westwood Village near the Broxton parking structure, which is both near the campus and has ample parking for which the city could provide validations to those who vote. I'm sure that you can arrange for an empty storefront to be used.
>
> Best,
> Terry
>
> Sent from my T-Mobile 4G LTE Device
>
> -------- Original message --------
> From: Sofia Anguiano <sofia.anguiano@lacity.org>
> Date: 04/20/2018 9:27 AM (GMT-08:00)
> To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>
> Cc: Mike Fong <mike.fong@lacity.org>, gibson.nyambura@lacity.org, christopher.garcia@lacity.org, TerryTegnazian [redacted]>, "Carole H. Magnuson

[redacted] "Sandy Brown ([redacted])" <[redacted]>, "Stephen Resnick ([redacted])" <[redacted]>
Subject: Re: Rieber Vista

Hello Lisa,

Can you share with me your suggested sites within UCLA that has ample parking and I will have my staff follow up in regards to their availability on Monday?
Thanks,
Sofia

On Fri, Apr 20, 2018 at 9:11 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Sofia,
>
> This isn't a municipal election to help involve more students, this is a community election, and we were told from the beginning that both election polling sites would have adequate parking and access. It looks as if the Rieber site is anything but that. So now you are creating a scenario that those that work on campus will have to drive all the way down to the Rec Center in the middle of a busy day, rather than be able to vote on campus. The same scenario for homeowners that live near campus, where it would be easier to vote. There were plenty of other sites on campus that could have been chosen, and that could provide parking and better accessibility. So when you say you all are not making an exception for WW Forward and the students, it seems you really absolutely ARE making an exception. We have followed every rule, and we are finding that new rules and excuses are being made up for this group. This is supposed to be a fair election on both sides, and it seems that the student polling site is just that, for walking students on campus, and for no one else.
>
> And you now say, below, that parking is first come, first served basis and you are not making any promises?? I don't even know what to say.
>
> Thanks,
> Lisa
>
> -----Original Message-----
> From: Sofia Anguiano <sofia.anguiano@lacity.org>
> Sent: Thursday, April 19, 2018 6:13 PM
> To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
> Cc: Mike Fong <mike.fong@lacity.org>; gibson.nyambura@lacity.org; christopher.garcia@lacity.org
> Subject: Re: Rieber Vista
>
> Hello Lisa,
> Since parking will be limited, availability will be on a first come first serve basis. We're working with parking enforcement to request relaxed parking for the voting period and will keep you posted on the outcome. Not making any promises.
> Thanks,
> Sofia
>
> > On Apr 19, 2018, at 5:32 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:
> >
> > Ok, Thanks Sofia. If a group of observers come, however, they will have free parking at that site, correct?
> >
> > -----Original Message-----
> > From: Sofia Anguiano <sofia.anguiano@lacity.org>

> Sent: Thursday, April 19, 2018 5:02 PM
> To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
> Cc: Mike Fong <mike.fong@lacity.org>; gibson.nyambura@lacity.org;
> christopher.garcia@lacity.org
> Subject: Re: Rieber Vista
>
> Hi Lisa,
> An exception is not being made for the UCLA location and parking and curbside voting will be made available. However, parking at Rieber will be limited due to the location. During municipal elections, we have a polling place within UCLA and other campuses throughout the City and we inform voters that parking is limited. Curbside voting is and will be available at all locations. We will have staff outside the polling location ready and available to process curbside voters.
> Thanks,
> Sofia
>
>
>
>> On Apr 19, 2018, at 4:57 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:
>>
>> Hi Sofia,
>>
>> I was under the impression that both sites were required to have parking and curbside parking. Why is an exception being made for the campus site?
>>
>> Thanks,
>> Lisa
>>
>> -----Original Message-----
>> From: Sofia Anguiano <sofia.anguiano@lacity.org>
>> Sent: Thursday, April 19, 2018 4:44 PM
>> To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>; Mike Fong
>> <mike.fong@lacity.org>; gibson.nyambura@lacity.org;
>> christopher.garcia@lacity.org
>> Subject: Rieber Vista
>>
>> Hello Mrs. Chapman,
>> This is Sofia Anguiano from the City Clerk Election Division. We are currently working on securing parking for voters who intend to vote at the Rieber Vista location. Knowing the parking limitations, we will encourage those who intend to drive to a polling location visit the Westwood Recreation Center as there will be ample parking available at that site. Please feel free to contact me if you have any additional questions.
>> Thanks,
>> Sofia
>>
>> _____
>>
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--

Gibson Nyambura
Neighborhood Council Advocate

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:01:33 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:02:04 AM GMT-07:00

---------- Forwarded message ----------
From: **Michael Skiles** [redacted]@ucla.edu>
Date: Mon, Apr 23, 2018 at 11:12 AM
Subject: Re: Parking Info
To: Mike Fong <mike.fong@lacity.org>
Cc: Gibson Nyambura <gibson.nyambura@lacity.org>

Hello,

Does DONE happen to have some extra chairs it can bring for the event on Wednesday? If not, we'll borrow from other locations.

Best regards,
Michael Skiles
President, UCLA Graduate Students Association
Graduate Chair, UC Council of Presidents

On Friday, April 13, 2018 4:27 PM, Michael Skiles <[redacted]> wrote:

Hey Mike,

We were waiting on booking parking until DONE confirmed the time and dates, but I'm in the process of confirming those details. Could we have a phone chat about the logistics of these meetings and then also setting up the May 22nd polling place in our boundaries? [redacted]

Sent from my iPhone

On Apr 12, 2018, at 4:43 PM, Mike Fong <mike.fong@lacity.org> wrote

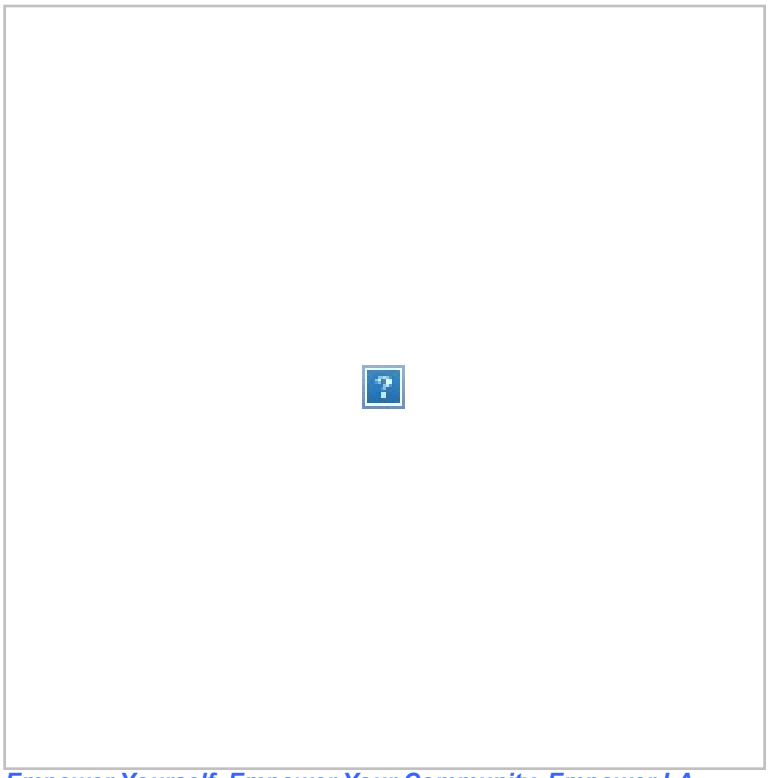
> Hi Michael,
>
> Hope you are doing well.
>
> Do you have info on parking for these community meetings?
>
> 1. Wednesday April 25th, from 5:30 to 7:30pm at Damoka 1424 Westwood Blvd.
> 2. Tuesday May 8th, from 5 to 7pm at Ackerman Bruin Viewpoint Room. (Located on the A-level of Ackerman student union)
>
> Thanks!
>
> Best,
>
> Mike

--

Mike Fong
Director of Policy and Government Relations

Department of Neighborhood Empowerment / Empower LA
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Los Angeles, CA 90012

(213) 978-1551
mike.fong@lacity.org
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--

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:00:56 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:01:28 AM GMT-07:00

[redacted]

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[redacted]

[redacted]

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[redacted]

[redacted]

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---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Wed, Apr 25, 2018 at 12:18 PM
Subject: RE: Meeting next month / May 9th
To: Mike Fong <mike.fong@lacity.org>, Grayce Liu <grayce.liu@lacity.org>, Gibson Nyambura <gibson.nyambura@lacity.org>
Cc: Terry Tegnazian [redacted], "Carole H. Magnuson [redacted]>, "Laura Winikow (lwinikow@wwnc.org)" <lwinikow@wwnc.org>, "Stephen Resnick ([redacted])" <[redacted]>, "Sandy Brown ([redacted])" <[redacted]>

Hi Mike, Gibson, and Grayce,

Would you be so kind as to let us know if you will continue to ignore our request of a meeting invitation, so that I can file my agenda and follow up accordingly? This ghosting technique seems a bit childish, but I suppose I will consider a no response as of 5 PM today as a “No, we will not attend”.

In that case, please abide by the directive of your office in answering the question we have asked on several occasions, as listed below.

Q: “Why did we receive notice (from your office) that the city attorney’s office gave you an answer that Westwood Village does not qualify as a shared resource, when in fact, the City Attorney himself said they do NOT make that determination?”

Our entire council was told by Gibson, who was there representing your office, that he was in the room during these discussions with the city attorney.

Thank you,

Lisa

From: Chapman, Lisa
Sent: Tuesday, April 24, 2018 2:52 PM
To: 'Mike Fong' <mike.fong@lacity.org>; Grayce Liu <grayce.liu@lacity.org>; Gibson Nyambura <gibson.nyambura@
Cc: ; Carole H. Magnuson)
Win c.org)
<Iwiniko Re) < >; Sandy
Brown ( ) < >
Subject: FW: Meeting next month / May 9th

From: Chapman, Lisa
Sent: Monday, April 23, 2018 3:48 PM
To: 'Mike Fong' <mike.fong@lacit g>
Cc: Gibs ce Liu <grayce.liu@lacity.org>; Sandy
Brown ( ) < Lau @wwnc.org)
<Iwinikow@ Resnick (>; Terry
>; Carole H. Magnuson
>
Subject: RE: Meeting next month / May 9th

Mike,

That in no way answered my question. Are you coming to our meeting?

Secondly, what you have pasted in here is a portion of what was sent by Gibson in his email to our entire council. It was stated that the City Attorney made this determination, which as we found out, was not the case.

With the criteria set forth in the article, we DO meet all of those criteria…..Fire station, multiple major thoroughfares, many historical buildings, and landmarks. All of Westwood Village is designed for public use. It was also detailed in the motion we passed by our council last month, unanimously.

So please address the question asked, specifically, and please advise if you will be attending our meeting on May 9th. We have asked multiple times over the past several months.

The disdain to which we have been treated by your office is quite concerning, and we would like to discuss.

Thank you,

Lisa

From: Mike Fong <mike.fong@lacity.org>
Sent: Monday, April 3:3
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Cc: Gibs[redacted]yam[redacted]ce Liu <grayce.liu@lacity.org>; Sandy Br[redacted]) <[redacted]Lau[redacted]@wwnc.org) <[redacted]Resnick ([redacted]>; Terry Te[redacted]>; Carole H. Magnuson [redacted]<[redacted]
Subject: Re: Meeting next month / May 9th

Hi Lisa,

Hope you are doing well.

Thank you very much for your email.

The boundary adjustments for shared resources will not be considered until the conclusion of the subdivision election when we know whether or not there will be a North Westwood Neighborhood Council. Also, please note that Westwood Village cannot be a shared because only areas designed for public use, such as a park, school, library, police or fire station, major thoroughfare, or contains a landmark or facility with historical significance, can be shared between Neighborhood Councils.
Although Westwood Village may have a landmark or facility with historical significance within the area, it does not qualify the whole village as a shareable asset

Thanks!

Best,

Mike

On Mon, Apr 23, 2018 at 2:56 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Mike, Grayce, and Gibson,
>
> We still have not heard back about whether the three of you will be attending our May 9th meeting. Please advise why we have not heard back about this.
>
> Secondly, I have repeatedly asked why we were given erroneous information that supposedly came from the City Attorney's office about shared resource areas, in this case, Westwood Village.
>
> As Darren Martinez pointed out, they do not weigh in on that, so we are trying to figure out how this information was relayed to us.
>
> I am not sure why I have to constantly repeat my questions to you, they are legitimate questions, and we are asking for an explanation.
>
> Please advise ASAP.
>
> Thanks,
>
> Lisa
>
> Lisa Chapman, MSO II
>
> Practice Manager
>
> UCLA Health
>
> 2001 Santa Monica Blvd. Ste 370/380
>
> Santa Monica, CA 90404
>
> Cell: [redacted]7
>
> [redacted]@[redacted]ucla.edu
>
> UCLA Health

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--

Mike Fong
Director of Policy and Government Relations

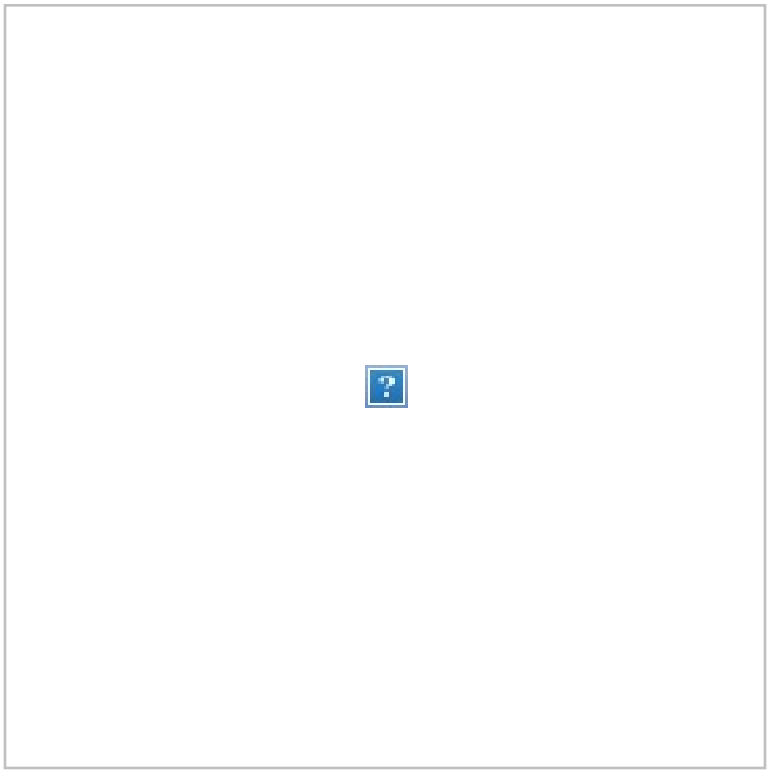
Department of Neighborhood Empowerment / Empower LA

200 North Spring Street, Suite 2005

Los Angeles, CA 90012

(213) 978-1551
mike.fong@lacity.org

Web | www.EmpowerLA.org



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-

--

Gibson Nyambura
Neighborhood Council Advocate

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:00:36 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:01:07 AM GMT-07:00

---------- Forwarded message ----------
From: **Laura Winikow** [redacted]>
Date: Fri, Apr 27, 2018 at 2:21 PM
Subject: Re: NPG Problem
To: Gibson Nyambura <gibson.nyambura@lacity.org>
Cc: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>, "Laura Winikow (lwinikow@wwnc.org)" <lwinikow@wwnc.org>

Never mind. I spoke too soon. I'll fix it and get it to Lisa for signature on Monday when I return to LA.

Thank you Gibson. Though I did attach the minutes showing we all left the room. But whatever it takes to get this through.

Laura
Sent from my iPhone

On Apr 27, 2018, at 12:49 PM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:

> Lisa and Laura,
>
> Yes. The forms should show recused instead of abstain. By stating abstain, it looks like the board members was discussing and voted on this NPG, and from what I can remember, they did not.
>
> Best,
>
> On Fri, Apr 27, 2018 at 12:45 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:
>
> > Gibson,
> >
> > Are you stating that Laura should have marked them recused instead of abstained? I have cc'd her here.
> >
> > Laura…is there a reason you did not mark recused, instead of abstained? Please let Gibson know.

Thanks,

Lisa

From: Gibson Nyambura <gibson.nyambura@lacity.org>
Sent: Friday, April 27 :38
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Subject: NPG Problem

Lisa,

There's a problem with the NPG to friends of Library NPG. In the form, it says some board members abstained from this meeting. From what I remember, Board members did recuse themselves. Can we fix the BAC in order to get it approved by the City Clerk?

Best,

--

Gibson Nyambura

Neighborhood Council Advocate

Department of Neighborhood Empowerment

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Los Angeles, CA 90012

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Department of NEIGHBORHOOD EMPOWERMENT

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EMPOWERLA LEADERSHIP ACADEMY

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EMPOWERLA LEADERSHIP ACADEMY

Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:00:19 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:00:50 AM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Wed, May 2, 2018 at 5:19 PM
Subject: RE: Department Follow Up
To: Gibson Nyambura <gibson.nyambura@lacity.org>
Cc: "jasmine.shamolian@lacity.org" <jasmine.shamolian@lacity.org>, "westwoodnc@googlegroups.com" <westwoodnc@googlegroups.com>, Terry Tegnazian [redacted] "Carole H. Magnuson [redacted]>, Grayce Liu <grayce.liu@lacity.org>, Mike Fong <mike.fong@lacity.org>, Darren Martinez <darren.martinez@lacity.org>, "Commission@Empowerla.org" <Commission@empowerla.org>, "Eli Lipmen (commissionerlipmen@gmail.com)" <commissionerlipmen@gmail.com>, "mayor.garcetti@lacity.org" <mayor.garcetti@lacity.org>

Oh, Thanks Gibson. I'm pretty sure my comment on hostility has to do with information that has been asked for by us from your department, and that is continuously ignored and not given.

Please advise how DONE can write a report without having the full measure of criteria. I specifically asked in my email of April 27th, for you to provide HOW and to WHOM we provide the information to DONE and BONC about how we absolutely DO qualify (in every way) to share boundaries of Westwood Village, Westwood Hills, and the annexed part of the Persian business community South of Wilshire.

I know that DONE would certainly not want to write any kind of report without first seeing and studying all of our findings on these shared boundary areas, correct? Of course not! So hence my question of how that process works, and the timeline, should the election not be in our favor. That is what I have asked for, and expect your department to provide, sooner, rather than later.

You do recall a letter sent to our council by Mike Fong stating that we would be reached to provide input as to the election day of the subdivision? Well, that was in writing, and we were never "reached out to" by your department, even though it was written that would be done. So trust in these matters only goes so far. In my personal opinion, I do not trust your department in any matter based on what we have experienced at the hands of your leaders.

So, since DONE is now writing a report that will then be considered by BONC, you will in no way rely upon the opinion of the City Attorney, correct? Because Darren Martinez specifically said they DO NOT weigh in on these matters. Please assure us of that.

I will await the details that I have asked for since April 27th 2018.

Thank you,

Lisa

From: Gibson Nyambura <gibson.nyambura@lacity.org>
Sent: Wednesday, M 18
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Cc: [redacted]; Terry Tegnaz [redacted] Carole H. Magnuson [redacted]
Subject: Re: Department Follow Up

Good afternoon Lisa,

Thank you for your email. Please note that when we are providing information, we do not have any intention to be or sound hostile.

This matter will only go forward to the Board of Neighborhood Commissioners if the outcome of the subdivision election creates the new Neighborhood Council. At that time, we will write a report to the Commission with our recommendations for the new bylaws, which includes the boundaries analysis. We will notify the Formation Committee and Westwood Neighborhood Council so you both will have the opportunity to speak at the Commission meeting.

Best,

On Fri, Apr 27, 2018 at 3:39 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Gibson and DONE,
>
> "Findings presented in the Department's report and based on evidence obtained at the public hearing on the matter" ?? Now this is interesting. So now you are telling us that even though BONC makes the ultimate decision, it is now based on DONE's report? Is that who you mean by "Department"?
>
> "Based on the absence of sufficient demonstrable evidence, the Department does not agree that the area may be shared"? What absence of evidence do you mean? We are just following the language of the Article, and we have reached a different conclusion.
>
> "Unintended consequences of having Neighborhood Councils make a land grab" ? You mean just like the way you all allowed a student led organization to come in and grab land away from a high functioning Neighborhood Council?

We will be happy to provide all the details you wish. Please let us know the procedure by which this is done, to whom it is presented to, and when any public hearing takes place.

Everything you have said up to this point is considered suspect, and frankly hostile.

Please send our council DETAILED information on how our case for sharing the Village is to be presented for evaluation. **When, Where, and HOW**. I will ask that this be sent to us by TUESDAY of next week, at the latest. Please do not leave out any details, as we will hold you accountable for such.

Thank you,

Lisa Chapman

President, Westwood Neighborhood Council

From: Gibson Nyambura <gibson.nyambura@lacity.org>
Sent: Friday, April 27, 2018 3:17 PM
Subject: Department Follow Up

Good afternoon Westwood Neighborhood Council,

We apologize for the confusion over this matter. Ultimately, the Board of Neighborhood Commissioners makes the final determination on boundaries based on the findings presented in the Department's report and based on the evidence obtained at the public hearing on the matter. As we previously stated, the Department has not been presented sufficient evidence that would support making a recommendation to the Commission for Westwood Village to be a shared boundary. According to the Office of the City Attorney, if the subdivision is granted, the Board of Neighborhood Commissioners ("Commission") will be required to make factual findings supported by sufficient evidence that any overlap is "designed for a public use, such as a park, school, library, police or fire station, major thoroughfare, or contains a landmark or facility with historical significance." (Plan for a Citywide System of Neighborhood Councils Art. III § (2)(a).) Based on the absence of sufficient demonstrable evidence, the Department does not agree that the area may be shared.

In addition, the Department would not be supportive of including large swaths of the City into shared areas absent specific and detailed findings. The general argument that an area is historical without further specific evidence for the landmarks or facilities in the area could lead to unintended consequences of having Neighborhood Councils make a land grab throughout the City. Los Angeles has large swaths, if not its entirety, that could be considered historical as a general matter. The Department would not support recommending to the Commission that it include shared areas based on the general argument that an area is "historical" without additional and specific evidence for each facility and landmark therein.

Thank you and have a good weekend.

--

Gibson Nyambura

Neighborhood Council Advocate

Department of Neighborhood Empowerment

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Los Angeles, CA 90012

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:59:54 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:00:26 AM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Fri, May 4, 2018 at 2:50 PM
Subject: RE: NC Support
To: Gibson Nyambura <gibson.nyambura@lacity.org>

Thank you….

From: Gibson Nyambura <gibson.nyambura@lacity.org>
Sent: Friday, May 04 9 P
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Subject: Re: NC Support

Lisa,

The agenda has been posted.

Best,

On Fri, May 4, 2018 at 11:14 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Gibson,
>
> I have now emailed our agenda to be posted for our may 9th meeting, twice.
>
> I have NOT received an email back, as I normally do, and I have not had confirmation that our agenda has been posted on the site.
>
> Please advise ASAP, before noon today.
>
> Thanks,

Lisa

Lisa Chapman, MSO II

Practice Manager

UCLA Health

2001 Santa Monica Blvd. Ste 370/380

Santa Monica, CA 90404

Cell: [redacted]7

[redacted]@[redacted]ucla.edu



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From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:59:11 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:59:42 AM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Wed, May 2, 2018 at 5:19 PM
Subject: RE: Department Follow Up
To: Gibson Nyambura <gibson.nyambura@lacity.org>
Cc: "jasmine.shamolian@lacity.org" <jasmine.shamolian@lacity.org>, "westwoodnc@googlegroups.com" <westwoodnc@googlegroups.com>, Terry Tegnazian [redacted] "Carole H. Magnuson [redacted]>, [redacted]" [redacted]>, Grayce Liu <grayce.liu@lacity.org>, Mike Fong <mike.fong@lacity.org>, Darren Martinez <darren.martinez@lacity.org>, "Commission@Empowerla.org" <Commission@empowerla.org>, "Eli Lipmen (commissionerlipmen@gmail.com)" <commissionerlipmen@gmail.com>, "mayor.garcetti@lacity.org" <mayor.garcetti@lacity.org>

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From: Gibson Nyambura <gibson.nyambura@lacity.org>
Sent: Friday, April 27, 2018 3:17 PM
Subject: Department Follow Up

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Thank you and have a good weekend.

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Gibson Nyambura

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:58:32 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:59:03 AM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Fri, May 4, 2018 at 2:50 PM
Subject: RE: NC Support
To: Gibson Nyambura <gibson.nyambura@lacity.org>

Thank you….

From: Gibson Nyambura <gibson.nyambura@lacity.org>
Sent: Friday, May 04 9 P
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Subject: Re: NC Support

Lisa,

The agenda has been posted.

Best,

On Fri, May 4, 2018 at 11:14 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Gibson,
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> Thanks,

Lisa

Lisa Chapman, MSO II

Practice Manager

UCLA Health

2001 Santa Monica Blvd. Ste 370/380

Santa Monica, CA 90404

Cell: [redacted]7

[redacted]@[redacted]ucla.edu



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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:58:18 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:58:51 AM GMT-07:00

---------- Forwarded message ----------
From: **Timothy Connors** [redacted]@[redacted].ucla.edu>
Date: Wed, May 9, 2018 at 7:37 PM
Subject: Westwoodstock Information Pamphlet
To: gibson.nyambura@lacity.org

Hey Gibson,

Good meeting you at the WWNC meeting tonight. Here's some information about Westwoodstock. It's going to be June 2nd from 3:00pm to 1:00am, and held on the south of Broxton Avenue!

We're asking the neighborhood council to help us cover the following expenses associated with throwing the event:

5,000 flyers from copymat westwood - $300
200 posters from copymat westwood - $200
500 stickers from printrunner.com - $60
Facebook digital advertisements - $100

Let me know if you have any questions!
Tim Connors

--

Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



Empower Yourself. Empower Your Community. Empower LA.



House of Balloons presents
The Second Annual

WestWoodstock

Student Music Festival



Saturday June 2nd 2018

Located on Broxton Avenue,
in the heart of Westwood Village!

Background

The first ever WESTWOODSTOCK music festival was held Memorial Day Weekend 2017, May 26 and 27. This two-day celebration of music was held in North Westwood Village at 620 Landfair Avenue (Sigma Alpha Mu fraternity house). The inaugural event drew more than 300 music lovers and featured over 34 musical acts.

Our goal now is to grow this music festival and to bring it to the heart of Westwood Village. By doing so, we hope to bring the energy, excitement, and vibrancy of live music to Westwood Village.

Over the past several decades, UCLA has become more self-contained and inwardly focused, resulting in less student foot-traffic in the Village, particularly during evenings and weekends. We would like to help bridge this gap by bringing the UCLA student community together with the Westwood Village business community with an annual music festival.

Event Description

The Second Annual WESTWOODSTOCK will run for one night only, on Saturday, June 2nd from 3:00 p.m. to 1:00 a.m.

A temporary stage will be constructed on the sidewalk of the east side of Broxton Avenue (in front of the Broxton Parking Garage), facing the restaurants, bars, and businesses on the west side of the street.

Each performer or group will be alloted a 20-minute set time, with a 10-minute window for a set change between acts. This will allow two groups per hour for a total of 20 groups over the duration of the festival, allowing us to provide a variety of musical genres, ranging from acoustic to alternative rock to rap to EDM.

Attendees will be encouraged to support local Westwood Village restaurants, bars, and businesses through food and beverage purchases. The event will be completely free to the public.

The Plan for 2018

In order to create a pedestrian-friendly and safe environment, House of Balloons, will seek the support of Broxton Avenue businesses, to obtain a temporary street closure permit from the City of Los Angeles which would allow us to temporarily close-off a portion of Broxton Avenue to vehicular traffic, between Weyburn and Kinross avenues. (Note: vehicular access in and out of the city's Broxton Parking Garage will remain open throughout the duration of the festival, as it is for the weekly Westwood Village Farmers' Market on Thursdays.)

We seek to partner with the WVIA and the Westwood Village business community to underwrite and promote this event. We believe this outdoor music festival will be very beneficial to Westwood Village businesses by enhancing a spirit of community and creating a culture of musical expression that will benefit UCLA students, Westwood Village businesses, and residents alike.

The target audience for the Second Annual WESTWOODSTOCK on Broxton Ave. will include: UCLA students, faculty, and staff; music fans and other artists; young working professionals; millennials and young adults; Westwood Village business stakeholders; Westwood residents, and anyone else who enjoys live music.

Previous Event Highlights:
Westwoodstock 2017























Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:57:55 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:58:26 AM GMT-07:00

---------- Forwarded message ----------
From: **Alana Mouchard** [redacted]@[redacted]ucla.edu>
Date: Thu, May 10, 2018 at 12:17 AM
Subject: Re: WWNC vote on DONE
To: gibson.nyambura@lacity.org

Hi Gibson,

I meant to talk to you at the end of the WWNC meeting tonight but wasn't able to catch you; as part of our ongoing coverage of the WWNC/Westwood Forward we're running an article on the DONE vote of "no confidence" and would really love to get a statement from you or anyone else at DONE. We're interested in a general statement and/or any response you may have to the WWNC's claim that DONE has shown favoritism towards the group Westwood Forward. I can be reached via email, or if you prefer my number is [redacted].

Thanks so much!
Alana Mouchard

--

Gibson Nyambura
Neighborhood Council Advocate

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:57:36 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:58:07 AM GMT-07:00

---------- Forwarded message ----------
From: **Alana Mouchard** <[redacted]@[redacted].ucla.edu>
Date: Thu, May 10, 2018 at 11:56 AM
Subject: Re: WWNC Vote on DONE
To: grayce.liu@lacity.org
Cc: gibson.nyambura@lacity.org

I Grayce and Gibson,

Just following up on this-- we're covering this story as part of our ongoing coverage of WWNC/Westwood Forward. We would really like to have your input, particularly regarding the WWNC's claims that DONE has shown favoritism towards Westwood Forward and/or their claims that DONE has not been transparent. We're putting the story in tomorrow's paper, so we'll need a response by end of work day (5pm) or we'll have to put in the print version that DONE is declining to comment.

Thanks again,
Alana

On Tue, May 8, 2018 at 6:38 PM, Alana Mouchard [redacted]@[redacted].ucla.edu> wrote:

> Hi Grayce,
>
> My name is Alana Mouchard and I'm a student writer with UCLA's Daily Bruin. We'd love to get a comment from you (or someone in the department) on the Westwood Neighborhood Council's proposed vote of no confidence on DONE tomorrow (No. 11 on the agenda here: http://www.wwnc.org/general-board-meeting-agenda-may-2018/)
>
> I can be reached via email, or if you prefer my number is [redacted]
>
> Thanks so much!
> Alana

--

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:57:09 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:57:40 AM GMT-07:00

---------- Forwarded message ----------
From: **Chantelle Eastman** <ceastman@wwnc.org>
Date: Mon, May 14, 2018 at 3:20 PM
Subject: Re: North Westwood NC Subdivision Application
To: Gibson Nyambura <gibson.nyambura@lacity.org>
Cc: Mike Fong <mike.fong@lacity.org>, "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>

Hi Gibson,

I appreciate your response. I prefer email at this point. I just wanted to make sure it wasn't to be used for any other purpose before considering sharing it. If you find that you need to chat via phone, feel free to email me and we can go from there. I also welcome coffee chats, especially right before our monthly meeting as I have a two hour gap between when I end work at UCLA in Westwood and the meeting starts.

Thank you,

Chantelle

Sent from my iPhone

On May 14, 2018, at 12:38 PM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:

> Chantelle,
>
> I ask my NC board members as it is used to communicate if necessary. Nothing malice about it. If you are not comfortable, email is fine and we always bring in the president to communicate.
>
> Please
>
> On Fri, May 11, 2018 at 4:44 PM, Chantelle Eastman <ceastman@wwnc.org> wrote:
>> Hi Gibson,
>>
>> Thank you for your email and for replying in a professional time. I appreciate you wanting to make sure everything is correct, however I am about to hit my two full year mark. You were copied on the email dated June 14, 2017 when Empower LA Rosters emailed a confirmation that my ethics certification had been updated after Lisa emailed it as an attachment to them and copied you and me. This Ethics certificate is listed as good through July 13, 2018 on EmpowerLA's website here: https://empowerla.org/WWNC/ ...As is my seat.
>>
>> FYI, that was sent with my personal email account which I do not want associated with any of this. I had only found out that we even had neighborhood council emails later on after I had asked if it's okay for me to create a separate email account for public posting and to use separate from my personal email.

What is the purpose of you asking for my direct phone number? I am very protective of my personal cell number and the only other number I have is my work number, which should not be used for Neighborhood Council purposes as I am an hourly employee here at UCLA and respect not doing other business while being paid by my employer. I keep these two roles separate in order to ensure no issues with my job that pays for the roof over my head.

Thank you,

Chantelle

On Thu, May 10, 2018 at 5:22 PM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:

> Chantelle,
>
> I found it. Can you email me your ethics completion certificate? What is your direct phone number?
>
> Best,
>
> On Thu, May 10, 2018 at 5:15 PM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:
>
> > Chantelle,
> >
> > Which board seat do you occupy on WWNC?
> >
> > On Wed, May 9, 2018 at 8:47 PM, Chantelle Eastman <ceastman@wwnc.org> wrote:
> >
> > > Hi Mike and now Gibson too,
> > >
> > > I hope this email finds you well. I wanted to follow-up on my previous email in this email thread requesting to understand why I have not been receiving your emails. More than understand, I just want to make sure I am on your lists and receive all future emails I should as a member of the Westwood Neighborhood Council. I just want to keep up with what is going on and keep a good line of communication with both of you and all of Empower LA. I will mention this email to Gibson verbally at the conclusion of our Neighborhood Council meeting tonight and trust to have a professional turn around time of 48 hours to this email just to ensure future communication is ensured with issues regarding serving my communication. I know it is a busy time for you, it is for me as well, yet here I am emailing you again in good faith.
> > >
> > > With gratitude,
> > >
> > > Chantelle
> > >
> > > On Wed, Mar 21, 2018 at 1:06 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:
> > >
> > > > Also, Mike, please advise as to why the BONC Special meeting agenda from 3/13 says cancelled on the Empower LA website. Also, when will the minutes from that meeting be posted?

Our NC emails are updated on Empower LA's site, so there should be NO reason why some of my board members are not being contacted.

Please advise on all of the above ASAP.

Thanks,

Lisa

From: Chantelle Eastman [mailto:ceastman@wwnc.org]
Sent: Wednesday, March 21, 2018 1:00 PM
To: Mike Fong <mike. ty.
Cc: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Subject: Fwd: North Westwood NC Subdivision Application

Hi Mike,

Can you make sure that you have this email (ceastman@wwnc.org) for me added to the list you use to email the WWNC council? Also please make sure I'm on the list for the email updates for this subdivision process. I signed up on the iPad at your town hall last week. I find it unfortunate I'm just now being notified of this.. I am seeing why folks don't find this process transparent or fair.

I request that you respond to this email with our president, Lisa, copied with the list of emails you have for our council so we can ensure this does NOT happen again.

Will the Empower LA subdivision webpage (empowerla.org/nwwnc) be updated as these updates are made? People outside of the leaders of wwnc and the subdivision group need to have access and I would like to share it. If it is up somewhere and is up to date, can you please link me to it so I can share this information?

Thanks!

Chantelle

Sent from my iPhone

Begin forwarded message:

From: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>
Date: March 21, 2018 at 12:29:07 PM PDT
To: "'westwoodnc@googlegroups.com'"
<westwoodnc@googlegroups.com>
Subject: FW: North Westwood NC Subdivision Application

From: Mike Fong [mailto:mike.fong@lacity.org]
Sent: Monday, March 19, 2018 5:26 PM
To: mike.fong@lacity.org
Subject: North Westwood NC Subdivision Application

Dear Westwood Neighborhood Council Board Members:

Hope you are doing well.

Attached please find a copy of the subdivision application approval letter we have sent to the North Westwood Neighborhood Council Formation Committee about next steps. Please review attached documents for additional information.

Thanks!

Best,

Mike

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--
You received this message because you are subscribed to the Google Groups "WestwoodNC" group.
To unsubscribe from this group and stop receiving emails from it, send an email to westwoodnc+unsubscribe@googlegroups.com.
For more options, visit https://groups.google.com/d/optout.

<image001.jpg>

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:56:11 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:56:43 AM GMT-07:00

---------- Forwarded message ----------
From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Thu, May 17, 2018 at 4:07 PM
Subject: Re: Facebook posts
To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>

Lisa,

Attached is the social media guidelines for NC's. Hope this answers your question.

On Thu, May 17, 2018 at 11:33 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Gibson,
>
> We need an answer to this question right away.
>
> Are we allowed to campaign against WW Forward on facebook if we are not using ANY neighborhood Council funds to do so?
>
> And if not, does this mean that Westwood Forward can post things with no repurcussions?
>
> Thanks,
>
> Lisa
>
> Lisa Chapman, MSO II
>
> Practice Manager
>
> UCLA Health
>
> 2001 Santa Monica Blvd. Ste 370/380
>
> Santa Monica, CA 90404
>
> Cell: [redacted]7
>
> [redacted]@[redacted]ucla.edu

UCLA Health

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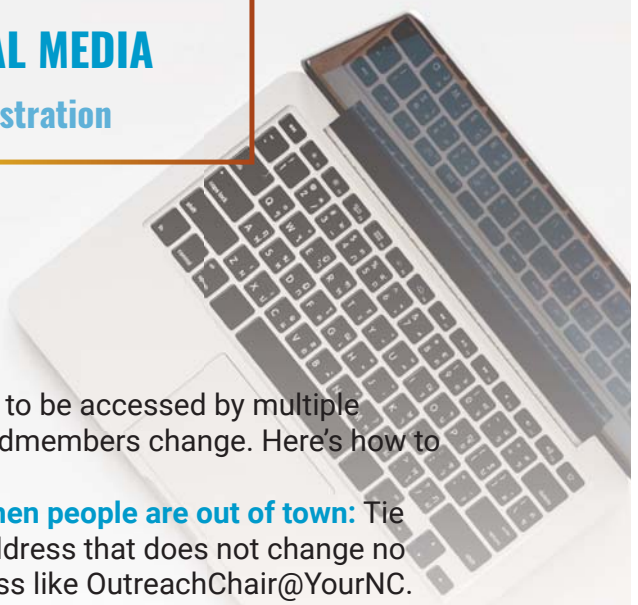
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BEST PRACTICES FOR SOCIAL MEDIA

Part 1 - Account Setup & Administration



ACCOUNT SETUP & SHARING

Neighborhood Council social media accounts need to be able to be accessed by multiple people and passed down from one person to the next as boardmembers change. Here's how to facilitate that:

- **Don't lose access when board membership changes or when people are out of town:** Tie social media accounts to an official (vs personal) email address that does not change no matter who is on the board. Use a generic, enduring address like OutreachChair@YourNC.com or Info@YourNC.com rather than one that is specific to a certain individual, such as AlfredENeumann@YourNC.com. Advantages include:
  - » If the person maintaining your social media accounts is unavailable, you can do a password reset to the shared email address and regain access
  - » Multiple people can share the social media workload
  - » PRA requests related to your Council's social media will not delve into your personal email or social media accounts
- **Usernames:** should be short but clear about who you are
- **Profile/header images:** Use your logo for small profile pics and a pic of your board for the larger, wider cover images on apps like Facebook and Twitter.
  TIP: images can be very small on social media apps, especially profile photos, which can be as small as ¼" in diameter. One quick way to see if your flyers and profile pics still make sense when they are very small is to email them to yourself and look at them on your phone before sharing them with the public.

ACCOUNT SETTINGS & ADMINISTRATION

- Turn off posts from non-administrators
- Consider using a social media disclaimer on NC accounts (e.g. "Retweet does not = endorsement"). See the **Social Media Policy** section at the end of this guide for a sample disclaimer from the City Attorney's office.

No need to have an account on every single platform

A few well-maintained accounts mean more than multiple accounts with missing or outdated info.

BEST PRACTICES FOR SOCIAL MEDIA

Part 2 - Posting and Content Tips



POSTING

- **When to post:** day of week/time of day can affect the number of people who see your posts. Post when people have time to look at their social media accounts: Weekdays before work / during lunchtime / after work are good posting times, as are weekend daytimes.
- **Prepare posts in advance:** use your time efficiently by writing post content and gathering graphics by doing some pre-assembly of your social media posts for a few days or a week ahead.
- **Cross-promoting vs cross-posting:** It's better to take the time to repost content individually and tailor your presentation to each outlet's parameters, vs cross-posting automatically. For example, if you use the Share to Twitter button on Instagram, the tweet that is created only contains a link with no picture. Very few people will care enough to open that mystery link. It's much more exciting to share the actual picture to Twitter directly. You can still save composition time by copying and pasting the caption you created into Twitter, then editing to fit Twitter's character count limit if needed.
- **Commenting:** be aware of the potential for accidental serial meetings that violate the Brown Act, if too many board or committee members comment on a post
- **Responding to comments:** stakeholders may comment on your social media posts the way they would during the public comment section of a meeting. As with public comments, it may not always be necessary to respond to every comment someone makes. Don't worry about pulling down negative comments unless they are profane or otherwise offensive. Build stakeholder engagement by liking responses that are not negative, and thanking people for commenting, when you can. In particular, thank people who take time to share your posts.

Event invitations & flyers: Checklist of elements

These should be brief but complete. Include the following to make sure someone can find your event; park; and get in the door with only the info in your post to guide them:

- Event name
- Sponsor/host name(s)
- Date + day of week
- Start & end times
- Parking info
- Brief summary of what event is about

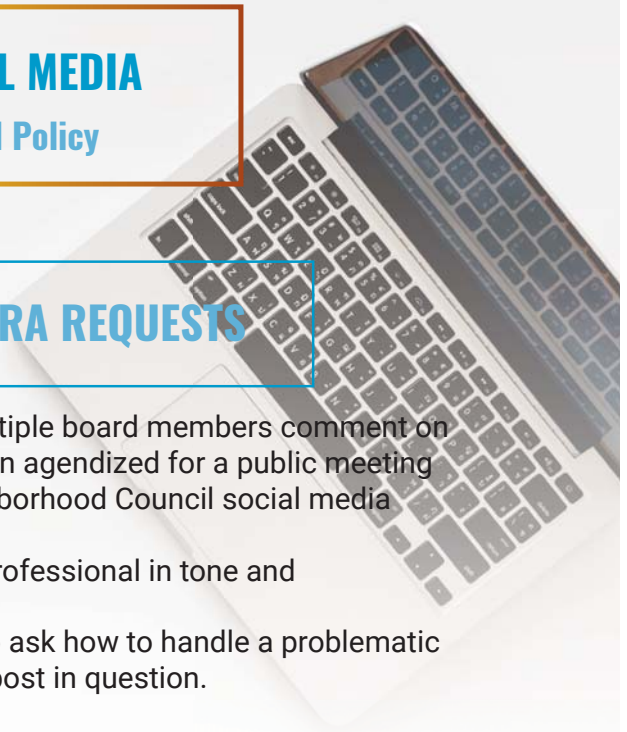
CONTENT TIPS

#Hashtags:
Are a social media indexing tool that help people find your posts.

Shortlinks:
Reduce long, awkward links for social media & print use. Custom short links can also allow you to track interactions.

BEST PRACTICES FOR SOCIAL MEDIA

Part 3 - Legal Considerations and Policy



LEGAL CONSIDERATIONS: BROWN ACT & PRA REQUESTS

- **Brown Act violations:** a serial meeting can occur when multiple board members comment on a social media discussion of a matter that should have been agendized for a public meeting
- **Public Records Act (PRA) requests** can be made for Neighborhood Council social media posts, so it's helpful to conduct yourself with that in mind
- **Always post facts, not opinions,** in order to keep content professional in tone and informative
- **When in doubt,** you can always consult the **City Attorney** to ask how to handle a problematic social media post or comment. Share a screenshot of the post in question.

SOCIAL MEDIA POLICY / DISCLAIMER

Posting a Social Media Policy on your website and social media accounts is a good way to shape stakeholder interactions and expectations.

For Twitter and Instagram, something short and simple such as **"Repost does not equal endorsement"** is all you have room for.

For your website and Facebook, you have more space for a fuller statement of policy. Below is a version of the policy on the Los Angeles City Attorney's website that has been adapted for Neighborhood Council use. (To see the original City Attorney's policy, visit **https://www.lacityattorney.org/careers** and scroll down.)

The _____ Neighborhood Council welcomes you and your comments to our social media channels, which include but are not limited to Facebook, Twitter, Instagram and Nextdoor. The purpose of these social media channels is to present information from the Neighborhood Council to the public. Comments posted to the _____ Neighborhood Council social media channels are public, and no right of privacy should be expected. A comment posted by a member of the public on the _____ Neighborhood Council's social media is the opinion of the commenter or poster only, and publication of a comment does not imply endorsement of, or agreement by, the _____ Neighborhood Council, nor do such comments necessarily reflect the opinions or policies of the _____ Neighborhood Council.

Comments containing any of the following shall not be permitted and are subject to removal and/or restriction; comments not related to the original topic; obscene or sexual content and or language; content that promotes fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, sexual orientation, physical or mental disability, or national origin; defamatory attacks; threats to any person or organization; Comments in support of, or in opposition to any candidates for elective office or ballot measures; solicitation of commerce, including but not limited to advertising of any business or product for sale; conduct in violation of any federal, state or local law; Encouragement of illegal activity; information that may tend to compromise the safety or security of the public or public systems; or content that violates a legal ownership interest, such as a copyright, of any party.

Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:54:23 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:54:55 AM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Thu, May 17, 2018 at 4:49 PM
Subject: FW: Westwood Forward already taking credit....
To: Grayce Liu <grayce.liu@lacity.org>, Mike Fong <mike.fong@lacity.org>, Gibson Nyambura <gibson.nyambura@lacity.org>
Cc: "jasmine.shamolian@lacity.org" <jasmine.shamolian@lacity.org>, "paul.koretz@lacity.org" <paul.koretz@lacity.org>

Thought you might like to see Westwood Forward's response to the vandalism of today. So glad you all are backing this mature group of students.





7 28 100

Westwood Forward
@WestwoodForward

Tweet your reply

AT&T LTE 4:32 PM 20%

Tweet

Westwood Forward
@WestwoodForward

Replying to @Juan_Matute



STEVEN SANN

Chair

Westwood Community Council

10940 Wilshire Boulevard, Suite 1400 | Los Angeles, CA 90024
t: 213.448.8147 (direct) | e: [redacted]

Sent from my iPhone

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:54:00 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:54:32 AM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Thu, May 17, 2018 at 5:35 PM
Subject: RE: Bike Lanes painted on WW Blvd
To: Jim Brooks <[redacted]>, Jasmine Shamolian <jasmine.shamolian@lacity.org>
Cc: "faisal.alserri@lacity.org" <faisal.alserri@lacity.org>, "paul.koretz@lacity.org" <paul.koretz@lacity.org>, "westwoodnc@googlegroups.com" <westwoodnc@googlegroups.com>, Gibson Nyambura <gibson.nyambura@lacity.org>, Grayce Liu <grayce.liu@lacity.org>, Terry Tegnazian [redacted]t>, "Andrew Thomas ([redacted]>, "Beck, Michael" [redacted]@ucla.edu>, "[redacted]>

Thanks Jim, we appreciate it.

From: Jim Brooks [redacted]>
Sent: Thursday, May 17, 2018 5:35 PM
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>; Jasmine Shamolian <jasmine.shamolian@lacity.org>

Cc: faisal.alserri@lacity.org; paul.koretz@lacity.org; westwoodnc@googlegroups.com; Gibson Nyambura <gibson.nyambura@lacity.org>; Grayce Liu <grayce.liu@lacity.org>; Terry Tegnazian [redacted]>; Andrew Thomas [redacted])
<[redacted]; Beck, Michael
<[redacted]@ucla.edu>; [redacted]
Subject: RE: Bike Lanes painted on WW Blvd

We are checking our loations for any video.

Jim

James R. Brooks

Topa Management Company

(P) 310.203.0689 l (C) 310.720.1445

From: Chapman, Lisa [mailto:[redacted]@[redacted]ucla.edu]
Sent: Thursday, May 17, 2018 5:32 PM
To: Jim Brooks [redacted]>; Jasmine Shamolian <jasmine.shamolian@lacity.org>
Cc: faisal.alserri@lacity.org; paul.koretz@lacity.org; westwoodnc@googlegroups.com; Gibson Nyambura <gibson.nyambura@lacity.org>; Grayce Liu <grayce.liu@lacity.org>; Terry Tegnazian [redacted]t>; Andrew Thomas [redacted]; [redacted] Beck, Michael <michaelbeck@ucla.edu>; [redacted]
Subject: RE: Bike Lanes painted on WW Blvd

Jim,

We have told the police about this and LADOT, but can the BID request that any cameras that might have recorded on this stretch of WW Blvd this be held for the police to view?

Thanks,

Lisa

From: Jim Brooks <[redacted]>
Sent: Thursday, May 17, 2018 4:52 PM
To: Jasmine Shamolian <jasmine.shamolian@lacity.org>; Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Cc: faisal.alserri@lacity.org; paul.koretz@lacity.org; westwoodnc@googlegroups.com; Gibson Nyambura <gibson.nyambura@lacity.org>; Grayce Liu <grayce.liu@lacity.org>; Terry Tegnazian <[redacted]t>; Andrew Thomas ([redacted]); [redacted]; Beck, Michael <[redacted]@ucla.edu>; [redacted]
Subject: RE: Bike Lanes painted on WW Blvd

Incredible abuse

James R. Brooks

Topa Management Company

(P) 310.203.0689 l (C) 310.720.1445

From: Jasmine Shamolian [mailto:jasmine.shamolian@lacity.org]
Sent: Thursday, May 17, 2018 4:04 PM
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Cc: faisal.alserri@lacity.org; paul.koretz@lacity.org; westwoodnc@googlegroups.com; Gibson Nyambura <gibson.nyambura@lacity.org>; Grayce Liu <grayce.liu@lacity.org>; Terry Tegnazian

[redacted]; Jim Brooks [redacted]>; Andrew Thomas [redacted]) <[redacted]; [redacted]; Beck, Michael <[redacted]@ucla.edu>; [redacted]

Subject: Re: Bike Lanes painted on WW Blvd

Hi Lisa,

Thank you for your email.

I have brought this to the attention of the Bureau of Street Services and LADOT for immediate removal.

Best,

Jasmine

On Thu, May 17, 2018 at 3:19 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Jasmine and Faisal,
>
> Someone in Westwood, obviously someone not happy with a decision made by our council and your office about bike lanes on Westwood Blvd., has painted with spray paint this horrible rendition of a bike line from Lindbrook to Campus on Westwood Blvd.
>
> Here are some pics.
>
> I am going to report this to the police and we need to have someone arrange to get rid of this. I will let 311 know.
>
> I would like any possibility of cameras on any of these buildings to be shown to law enforcement, so that we can discover who may have done this.
>
> Welcome to grass roots politics and elections in Westwood.
>
> This is ridiculous, illegal, childish, and unsurprising.

Thanks,

Lisa

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--

Jasmine Shamolian, MSW
Field Deputy
Councilmember Paul Koretz
6380 Wilshire Blvd., Suite 800
Los Angeles, CA 90048
W:(323) 866-1828 | F:(323) 852-1129
Email: Jasmine.shamolian@lacity.org

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--

Gibson Nyambura

Neighborhood Council Advocate

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Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:53:01 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:53:32 AM GMT-07:00

---------- Forwarded message ----------
From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Thu, May 24, 2018 at 1:55 PM
Subject: Re: Westwood Forward Community Town Halls
To: "Healey, Carmen" [redacted]@[redacted].ucla.edu>

Carmen,

The next steps is to work with both the newly formed NC and current NC's to work on the boundaries. The bylaws and boundaries will be approved by the Board of Neighborhood Commissioners.

Best,

On Wed, May 23, 2018 at 4:24 PM, Healey, Carmen [redacted]@[redacted].ucla.edu> wrote:

> Hi Gibson,
>
> I hope you are well.
>
> I wanted to check in with you regarding yesterday's election. The Daily Bruin released some result numbers and I wanted to see if you could verify the numbers or point me to where I can get that information.
>
> Also, now that the new neighborhood council has been voted into existence, what are the next steps in the process?
>
> Thanks for your assistance,
>
> Carmen
>
> **From:** Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
> **Sent:** Monday, April 16, 2018 11:47 AM
> **To:** Healey, Carmen
> **Subject:** Re: Westwood Forward Community Town Halls
>
> Good morning Carmen,

There are a few wheels in motion. So we are still working to lock down the dates. However, we are constantly updating our website for all the information. But feel free to reach out and I will try to give you updates when I have them.

Here is the direct link:

http://empowerla.org/nwwnc/

Best,

On Fri, Apr 13, 2018 at 3:32 PM, Healey, Carmen <[redacted]@[redacted].ucla.edu> wrote:

Hello Gibson,

It was good to see you on Tuesday at the Neighborhood Council meeting. Thank you for the information that you provided to the attendees.

I am following up with you regarding the scheduled town hall meetings for Westwood Forward. Could you please provide the date, place, and time for the meetings? If you have a flyer that we can share that would be very helpful, as well.

Thank you,

Carmen Healey

Assistant Director

UCLA Community & Local Government Relations

(310) 794-6825

http://advocacy.ucla.edu



--

Gibson Nyambura

Neighborhood Council Advocate

Department of Neighborhood Empowerment

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--

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:50:18 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:50:49 AM GMT-07:00

---------- Forwarded message ----------
From: **Grayce Liu** <grayce.liu@lacity.org>
Date: Fri, May 25, 2018 at 2:31 PM
Subject: Re: Daily Bruin: Westwood Forward Election Results
To: Jacob Preal [redacted]@[redacted].ucla.edu>

Hi, Jacob,

Hope all is well. I just received clarification from City Clerk that the challenge filing period will close on Tuesday, the 29th, at 5 pm and not today. Stakeholder who voted have 3 business days from the time the City Clerk posted the elections (Wednesday) to file a challenge. The City Clerk is not counting Wednesday and since Monday is a holiday, the challenge filing deadline will now by Tuesday.

Please let me know if you have any questions.

Best,

Grayce Liu
General Manager

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On Thu, May 24, 2018 at 6:14 PM, Grayce Liu <grayce.liu@lacity.org> wrote:

> Hi, Jacob,
>
> Hope all is well. You're welcome. The City Clerk will certify the elections if no election challenges are filed. Stakeholders who voted have until tomorrow at 5 pm to file challenges. If a challenge goes forward to be reviewed, it could take up to a month or more for certification depending on how long it takes to call a panel to review the challenge and

whether further corrections to the election needs to made.

Please let me know if you have any other questions. Have a good evening!

Best,

Grayce Liu
General Manager

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On Wed, May 23, 2018 at 7:44 PM, Jacob Preal <[redacted]@[redacted].ucla.edu> wrote:

> Hi Grayce,
>
> Thanks for the reply! Do you know when the city plans to officially certify the results? I understand these details may not be finalized yet, but it would be helpful to get an idea of timeline for everything since there are a few more steps before the council is official.
>
> Best,
> Jacob
>
> On Wed, May 23, 2018 at 11:57 AM, Grayce Liu <grayce.liu@lacity.org> wrote:
>
> > Hi, Jacob,
> >
> > Hope all is well. Thanks for your email. The City Clerk just finished the tally, and the unofficial results were 57% to 43% in favor of the subdivision.
> >
> > Please let me know if you have any other questions.
> >
> > Best,
> >
> > Grayce Liu
> > General Manager
> >
> > **Department of Neighborhood Empowerment**
> > 200 N. Spring Street, Suite 2005
> > Los Angeles, CA 90012
> > Office | 213-978-1551 Fax | 213-978-1751
> > Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



On Tue, May 22, 2018 at 3:38 PM, Jacob Preal <[redacted]@[redacted].ucla.edu> wrote:

> Hello Grayce Liu,
>
> This is Jacob Preal with Daily Bruin again. How are you doing? I was just wondering if DONE has any estimated date/time when results for today's Westwood Neighborhood Council subdivision election will be made available. We would like to get a story up as soon as they are.
>
> Please let me know.
>
> Best,
> Jacob Preal
>
> --
> Jacob Preal
> [redacted]
> City and Crime Editor
> Daily Bruin

--
Jacob Preal
[redacted]
City and Crime Editor
Daily Bruin

--

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Neighborhood Council Advocate

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:49:48 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:50:19 AM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Wed, May 30, 2018 at 12:10 PM
Subject: RE: NC Inventory - Next Steps
To: Gibson Nyambura <gibson.nyambura@lacity.org>
Cc: "Sandy Brown ([redacted])" <[redacted]>, "Stephen Resnick ([redacted])" <[redacted]>, "Laura Winikow (lwinikow@wwnc.org)" <lwinikow@wwnc.org>, "Constance Boukidis [redacted]" <[redacted]>

Hey Gibson,

It might be more productive if you have YOUR team get back to OUR council regarding the boundary sharing emails we have sent over the past week.

How about THAT?

Thanks,

Lisa

From: Gibson Nyambura <gibson.nyambura@lacity.org>
Sent: Wednesday, May 30, 2018 11:55 AM
Subject: NC Inventory - Next Steps

Dear Neighborhood Council Board Members,

First and foremost on behalf of the Department of Neighborhood Empowerment, we would like to thank you for your assistance in completing your NC 2017/2018 Inventory. As you are aware, in February 2009, the Department was directed by the Education and Neighborhoods Committee to more closely analyze the Neighborhood Council purchases and complete a Neighborhood Council system-wide inventory. Since 2009, Neighborhood Councils using City funds to purchase items were requested to keep track of those items as inventory. In addition to being a City requirement where public funds are involved, the inventory tracking system protects Neighborhood Councils by ensuring that all expenditures and inventory items have been properly accounted for and identified.

The purpose of this letter and the enclosed materials is to assist each Neighborhood Council with finalizing and certifying their inventory list. In order to finalize your inventory for FY 2017/2018, each Neighborhood Council will need to agendize a review and approval of the inventory report during in the month of June. Once each NC

Board has approved their agenda, the oversight for NC inventory will be handled by the City Clerk's office.

Attached to this letter is an inventory report to be reviewed by the Board. Also included is a template for a motion to approve the completed inventory; as well as directions on how to dispose of any unused inventory. Please note:

- Every Neighborhood Council is responsible for reviewing the report and approving the items on the report after any changes, if warranted are made;

- Any changes to the inventory items, (i.e. lost/stolen items, broken items, salvaged items etc.) need to be noted and submitted back to EmpowerLA. Any lost or stolen items require a police report;

- **Any items purchased between the date the inventory was completed and June 30, 2018 need to be added to the inventory report, along with photos.**

- The board must submit a Board Vote Count approving the inventory report to EmpowerLA **no later than July 15, 2018.**

Although time has gone by and Neighborhood Council Board members may have changed, the responsibility for keeping track of purchases nevertheless remains the same.

Motion Template:

Discussion and motion to approve and certify the ___ Neighborhood Council's Inventory list is correct and complete, containing all items in the possession of ___NC; as reported to the Department of Neighborhood Empowerment during Fiscal Year 2017-2018.

***Certification of the Neighborhood Council's inventory by the Neighborhood Council Board is requested to facilitate the transfer of Neighborhood Council oversight to the Office of the City Clerk, NC Funding Program effective July 1, 2018.

Should the NC have property they wish to dispose of, GSD Salvage must be contacted. The required forms for Salvage are provided as attachments to this email, and directions are as follows:

1. Complete a Request for Sale/Reuse Form

    a. If you have multiples of the same item, you must have a separate line PER INDIVIDUAL ITEM.

        i. Each separate item must have its own individual serial number listed

2. Complete a City of Los Angeles Electronic Waste Salvage Certification Form, REUSABLE electronic items MUST be posted to CitiMax for 30 days (instructions on the form). Create a Listing on CitiMax for each WORKING electronic item. http://san.ci.la.ca.us/CitiMax/online_citimax_program.htm

3. If you don't have any working electronics for posting on CitiMax, or your items have been posted to

CitiMax for 30 days or more.

a. Email your completed forms to GSD.salvagehelp@lacity.org

b. WORKING ELECTRONIC ITEMS: Once your items have been posted for 30 days, and no one has contacted you to pick it up, you can forward the following items to GSD.salvagehelp@lacity.org for approval

i. A copy of the posted item, with the date, FROM THE CITIMAX website

ii. Completed Electronic Waste Salvage Certification Form

iii. Completed Request for Sale/Reuse Form

4. GSD.salvagehelp@lacity.org will email you a response approving or requesting changes of your forms. If you are approved: GSD.salvagehelp@lacity.org will advise you to move forward and contact GSDmovingsvs@lacity.org to arrange a pick up of your salvage items.

5. Keep your forms ready to show GSD Movers when they arrive. Items not appearing on the completed forms forwarded to GSD Salvage Help, will not be picked up.

Please submit your Board Vote Count to NCSupport@lacity.org by **July 15, 2018.**

Your prompt attention to this matter is greatly appreciated. If you have any questions, please contact Kori Parraga of the Administrative Services Section at (213) 978-1485 or by email at **kori.parraga@lacity.org** or Kyle Stone at (213) 978-1743 or at **kyle.stone@lacity.org**.

If you have any questions and/or concerns, please let me know.

Thank you!

--

Gibson Nyambura

Neighborhood Council Advocate

Department of Neighborhood Empowerment

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:49:11 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:49:42 AM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Fri, Jun 1, 2018 at 11:36 AM
Subject: hearing back
To: Gibson Nyambura <gibson.nyambura@lacity.org>
Cc: "Sandy Brown ([redacted])" <[redacted]>, "Stephen Resnick ([redacted])" <[redacted]>, "Laura Winikow (lwinikow@wwnc.org)" <lwinikow@wwnc.org>, "Constance Boukidis [redacted]" [redacted]>

Hi Gibson,

It's FRIDAY again, and 10 days after the election! And still no word, and no answers to our questions of last week.

What do you suggest at this point? Going straight to the Mayor's office?

Let me know.

Thanks,

Lisa

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:48:34 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:49:05 AM GMT-07:00

---------- Forwarded message ----------
From: **Grayce Liu** <grayce.liu@lacity.org>
Date: Tue, Jun 5, 2018 at 10:35 AM
Subject: Re: Moving Westwood Forward
To: GSA President <[redacted]@[redacted].ucla.edu>
Cc: Mike Fong <mike.fong@lacity.org>, Gibson Nyambura <Gibson.Nyambura@lacity.org>

Hi, Michael,

Hope all is well. Thanks for your email. Congratulations on Westwood Forward's success!

Yes, we are in contact with Lisa about next steps and anticipate action to be taken in their June meeting.

We will set the meeting once we get their bylaw amendment application. It will likely be sometime in July. If there is a time frame that works better for the Formation Committee, please let us know.

Congratulations again! We are looking forward to continuing our work together.

Best,

Grayce Liu
General Manager

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
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Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



On Tue, Jun 5, 2018 at 10:00 AM, GSA President [redacted]@[redacted].ucla.edu> wrote:

> Dear DONE team,

Thanks again for all of the work you put in to ensure a fair subdivision election. You are particularly to be congratulated for the turnout, 3521 as compared to just 496 votes cast in WWNC's last election. That's more than 7 times as many stakeholders who are now engaged with the process and empowered to shape the destiny of their communities!

I write to inquire as to next steps:

1. Has the South Westwood Neighborhood Council been notified of the subdivision's approval and instructed "to amend their bylaws within 30 days of the election to reflect changes to the boundaries and, if applicable, the board structure"? With their only meeting for the next 30 days coming up on May 13th, they might need timely guidance on how they can comply.

2. At which meeting of the Board of Neighborhood Commissioners, do you expect the matter of our new council's boundaries and bylaws to be taken up?

Best regards,
Michael Skiles
President, UCLA Graduate Students Association
Graduate Chair, UC Council of Student Body Presidents

--

Gibson Nyambura
Neighborhood Council Advocate

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:48:11 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:48:43 AM GMT-07:00

---------- Forwarded message ----------
From: **GSA President** <[redacted]@[redacted].ucla.edu>
Date: Mon, Jun 11, 2018 at 5:03 PM
Subject: Issues With Proposed WWNC Bylaw Changes
To: Grayce Liu <grayce.liu@lacity.org>, Mike Fong <mike.fong@lacity.org>, Gibson Nyambura <Gibson.Nyambura@lacity.org>

Dear DONE,

I saw the proposed WWNC bylaw changes, and I just wanted to communicate the following concerns you should be aware of:
1. Their boundary changes do not reflect the boundaries put forward in our subdivision proposal, in that they seek to reassert jurisdiction over the East side of Hilgard, north of Westholme. This concerns us because the UCLA Hillel and University Religious Conference at UCLA, which are important parts of our community, are both north of Westholme. We would also assert that Hilgard is a natural boundary, and they are now seeking to gerrymander our district to exclude all of the single-family homes north of Strathmore on Hilgard.
2. We are concerned that they are defining our Council area as within their proprietary boundaries and simply "excluded from the area covered **solely** by WWNC" raising an ambiguity as to whether they might **jointly** control these areas. We would prefer it, if they simply re-described their northern boundary as abutting ours.
3. We are concerned that their proposal for shared boundaries is contrary to the will of the voters and presents a jurisdictional nightmare. Westwood Forward campaigned to liberate the business districts from the control of WWNC, which we believe has stifled business in the area; and the majority of the voters agreed. Their proposal would silence our voters, as they would continue to have control of this area, and there would be nothing our voters could ever do to change that. Additionally, it would be a nightmare for every single business to have to appear before twice as many NC and Land Use committee meetings.
WWNC may validly argue that many homeowners who have been excluded from our boundaries still have a stake in some of these business. We acknowledge this argument, but would say then that such a homeowner could also be considered as a stakeholder for our new council, and could run for at-large seats, declaring an interest in our businesses, just as, e.g., a homeowner from Palms could run for an organizational seat if she were a member of the Hammer Museum. It would not be appropriate for Palms NC to declare UCLA/Westwood a shared resource simply because hundreds of their stakeholders also have a stake in this area--but that's the precedent that granting WWNC's shared resource request would set.
4. WWNC proposes to reduce renter seats from 4 to 2, while maintaining 4 homeowner seats. They're also re-defining "homeowner" as owning a single-family home, so owners of condominiums aren't eligible for any residential seat. I seriously doubt single-family-home-owners outnumber all other residents 2 to 1. They're also making terms 4 years (so replacements are chosen by the existing board rather than the community) and are making business seats only open to owners/managers, thereby excluding workers. All of these measures appear to simply be a way of ensuring that the group that currently controls the council retains control in perpetuity, and to minimize the possibility that other groups might win seats at the table through democratic processes.

Best regards,

Michael Skiles
President, UCLA Graduate Students Association
Graduate Chair, UC Council of Student Body Presidents

--

Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:47:55 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:48:26 AM GMT-07:00

---------- Forwarded message ----------
From: **Stephen Resnick** <[redacted]>
Date: Mon, Jun 11, 2018 at 7:05 PM
Subject: Re: WWNC - Attachment to Agenda
To: Semee Park <semee.park@lacity.org>
Cc: NC Support <ncsupport@lacity.org>, Gibson Nyambura <gibson.nyambura@lacity.org>, Lisa Chapman <[redacted]@[redacted]ucla.edu>

You're welcome, Semee.

And thank you for your email and information.

Hope all is well.

On Mon, Jun 11, 2018 at 6:55 PM, Semee Park <semee.park@lacity.org> wrote:

> Hi Stephen,
>
> Thank you for your email.
>
> Supporting documents are not needed for the Early Notification System (ENS). Just the Board/Committee Meeting agenda. (Also because the ENS system has limitations on maximum MBs we can upload).
>
> Hope all is well and please reach out if there is anything else the Department can assist you with.
>
> **Semee Park**
> Director of Neighborhood Council Operations
>
> **Department of Neighborhood Empowerment**
> 14410 Sylvan St. 4th Floor
> Los Angeles, CA 91401
> Office | 818-374-9898
> Email | Semee.Park@lacity.org
> Web | www.EmpowerLA.org
>
> NEIGHBORHOOD COUNCILS EMPOWER LA Department of NEIGHBORHOOD EMPOWERMENT
> ***Empower Yourself. Empower Your Community. Empower LA.***
> EMPOWERLA LEADERSHIP ACADEMY
> **********
> **5/20/18 Deadline Last day for Event Approval Requests**
> **6/1/18 Deadline Last day for Check Payment Requests**
> **6/20/18 Deadline Last day for Credit Card Payment Transactions**
> **********

On Sat, Jun 9, 2018 at 11:52 AM, NC Support <ncsupport@lacity.org> wrote:

> Thank you for your email.
>
> The documents will be reviewed.
>
> On Fri, Jun 8, 2018 at 8:17 PM, Stephen Resnick <[redacted]> wrote:

> NC Support,
>
> Attached is a supporting document that goes with the agenda submitted earlier for the Westwood Neighborhood Council meeting on June 13.
>
> Stephen Resnick, Secretary

--

Best Regards,
NC Support Team

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



We should not have to jump through hoops to get questions answered. It is a huge complaint that we have, along with countless other Neighborhood Councils. We are just most likely the loudest to call DONE out.

We have a very important boundary sharing petition to turn in by next week, therefore every single question that we ask in regards to that should be met with understanding and efficiency. Your own mission statement states that is what you will do.

That would be a start to actively build trust.

We don't need or want apologies, we want action and help when we ask.

Thanks,

Lisa

From: Semee Park <semee.park@lacity.org>
Sent: Tuesday, June 4:2
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Cc: Gibson Nyambura <gibson.nyambur[redacted]g <m[redacted]rayce Liu <grayce.[redacted]y Br[redacted]) <[redacted]>; Stephen R[redacted]) <[redacted]ance Boukidis ([redacted]) <[redacted]>; Laura Winikow (lwinikow@wwnc.org) <lwinikow@wwnc.org>; Lisa Payne <lisa.payne@lacity.org>
Subject: Re: By Laws and Boundary revisions / petition

Hi Lisa,

Team effort here. Mike is out of the office this week and since I'm the lead for bylaws, I'm jumping in. Apologies for not jumping in sooner.

We are actively working to build trust and to be of service to Westwood NC. Please continue to reach out with how, as we're happy to take in the feedback and evaluate how to implement improvements.

Thank you for your efforts.

Semee Park
Director of Neighborhood Council Operations

Department of Neighborhood Empowerment

14410 Sylvan St. 4th Floor

Los Angeles, CA 91401

Office | 818-374-9898

Email | Semee.Park@lacity.org

Web | www.EmpowerLA.org

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****

5/20/18 Deadline Last day for Event Approval Requests

6/1/18 Deadline Last day for Check Payment Requests

6/20/18 Deadline Last day for Credit Card Payment Transactions

****

On Tue, Jun 12, 2018 at 4:15 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Thanks Semee,
>
> I appreciate that response. I am not sure why I cannot get a clear answer from either Gibson or Mike on such very simple things like this.
>
> I asked a simple question, I waited days, and you were the one that answered me. This is a perfect example of why we have such deep distrust in DONE.
>
> **From:** Semee Park <semee.park@lacity.org>
> **Sent:** Tuesday, June 4:1
> **To:** Chapman, Lisa <[redacted]@[redacted]ucla.edu>
> **Cc:** Gibson Nyambura <gibson.nyambur g <m rayce Liu <grayce.liu@lacity ([redacted]) <[redacted]>; [redacted]>; Constance Boukidis [redacted]>; Laura Winikow (lwinikow@wwnc.org) <lwinikow@wwnc.org>; Lisa Payne <lisa.payne@lacity.org>
> **Subject:** Re: By Laws and Boundary revisions / petition

Hi Lisa,

Jumping in here as I worked with staff on the North Hills West NC (NHWNC) and Granada Hills South NC (GHSNC) Boundary Adjustment. The item was tabled so that staff can provide additional clarification. It is scheduled for BONC on 6/18.

Hope this helps and please reach out if there are any other questions.

Semee Park
Director of Neighborhood Council Operations

Department of Neighborhood Empowerment

14410 Sylvan St. 4th Floor

Los Angeles, CA 91401

Office | 818-374-9898

Email | Semee.Park@lacity.org

Web | www.EmpowerLA.org

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****

5/20/18 Deadline Last day for Event Approval Requests

6/1/18 Deadline Last day for Check Payment Requests

6/20/18 Deadline Last day for Credit Card Payment Transactions

****

On Tue, Jun 12, 2018 at 4:07 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Gibson!
>
> My question was WHY DID BONC TABLE THE OTHER NC'S THAT ASKED FOR BOUNDARY SHARING????
> And when will those be heard by BONC????
>
> **From:** Gibson Nyambura <gibson.nyambura@lacity.org>
> **Sent:** Tuesday, June 12, 2018 3:58 PM

To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Cc: Mike Fong <mike.fong@lacity.org>; Grayce Liu <grayce.liu@lacity.org>; Sandy Brown ([redacted]) <[redacted]>; Stephen Resnick ([redacted]) <[redacted]>; Constance Boukidis [redacted] <[redacted]>; Laura Winikow (lwinikow@wwnc.org) <lwinikow@wwnc.org>; Semee Park <semee.park@lacity.org>; Lisa Payne <lisa.payne@lacity.org>
Subject: Re: By Laws and Boundary revisions / petition

Lisa,

That is the estimated timeline. We are awaiting for WWNC to submit their approved bylaw amendments and boundaries adjustment. This is part of the process to completing the establishment of the new Neighborhood Council. I will be at the meeting tomorrow as well.

Best,

On Tue, Jun 12, 2018 at 10:01 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Mike or Gibson,
>
> I need to know the answer to this before the end of today. Please email me.
>
> Thanks,
>
> Lisa
>
> ---
>
> **From:** Chapman, Lisa
> **Sent:** Monday, June 11, 2018 4:19 PM
> **To:** 'Mike Fong' <mike.fong@lacity.org>
> **Cc:** 'Grayce Liu [redacted]>; 'Gi [redacted]n.nyambura@lacity.org>; 'S [redacted]>; 'Stephen Resnick [redacted]oukidis [redacted]>; 'Laura Winikow (lwinikow@wwnc.org)' <lwinikow@wwnc.org>; 'Semee Park' <semee.park@lacity.org>; 'Lisa Payne' <lisa.payne@lacity.org>
> **Subject:** RE: By Laws and Boundary revisions / petition
>
> Mike?
>
> ---
>
> **From:** Chapman, Lisa

Sent: Friday, June 08, 2018 3:07 PM
To: 'Mike Fong' <mike.fong@lacity.org>
Cc: Grayce Liu <grayce.liu@lacity.org>; Gibson Nyambura <gibson.nyambura@lacity.org>; Sandy Brown ([redacted]) <[redacted]>; Stephen Resnick ([redacted]) <[redacted]>; Constance Boukidis ([redacted]) <[redacted]>; Laura Winikow (lwinikow@wwnc.org) <lwinikow@wwnc.org>; Semee Park <semee.park@lacity.org>; Lisa Payne <lisa.payne@lacity.org>
Subject: RE: By Laws and Boundary revisions / petition

Do you know why?

From: Mike Fong <mike.fong@lacity.org>
Sent: Friday, June 08, 2018 2:58 PM

To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Cc: Grayce Liu <grayce.liu@lacity.org>; Gibson Nyambura <gibson.nyambura@lacity.org>; Sandy Brown ([redacted]) <[redacted]>; Stephen Resnick ([redacted]) <[redacted]>; Constance Boukidis ([redacted]) <[redacted]>; Laura Winikow (lwinikow@wwnc.org) <lwinikow@wwnc.org>; Semee Park <semee.park@lacity.org>; Lisa Payne <lisa.payne@lacity.org>
Subject: Re: By Laws and Boundary revisions / petition

Hi Lisa,

Hope you are doing well.

The Granada Hills and North Hills items were tabled until the next BONC meeting.

Thanks!

Best,

Mike

On Fri, Jun 8, 2018 at 2:37 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Mike, Thanks.

WE saw that Granada Hills and North Hills were also on BONC's agenda for shared resources / boundaries, this week.

What happened in those cases?

Thanks,

Lisa

From: Mike Fong <mike.fong@lacity.org>
Sent: Friday, June 08, 2018 10:34 AM

To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Cc: Grayce Liu <grayce.liu@lacity.org>; Gibson Nyambura <gibson.nyambura@lacity.org>; Sandy Brown ([redacted]) <[redacted]>; Stephen Resnick ([redacted]) <[redacted]>; Constance Boukidis [redacted]>; Laura Winikow (lwinikow@wwnc.org) <lwinikow@wwnc.org>; Semee Park <semee.park@lacity.org>; Lisa Payne <lisa.payne@lacity.org>
Subject: Re: By Laws and Boundary revisions / petition

Hi, Lisa and Sandy,

Hope you are doing well.

Thank you for your emails. Unfortunately, a server crash several years ago eliminated any records we had on the Board of Neighborhood Commissioners boundary determinations and any possible list that might have existed of Neighborhood Councils with shared boundaries though we are not aware that such a document ever existed. The only way to determine this information now is to review all 97 bylaws, which we do not have the staff resources to do at this time.

Here are, however, several examples from Neighborhood Council bylaws that we are currently reviewing for bylaw amendments.

For instance, the Arroyo Seco Neighborhood Council has shared boundaries with the following:

Based upon the certification of ASNC (File No. 02-040), dated November 19, 2002,

1 the ASNC shall have shared boundaries with surrounding certified Neighborhood Councils, as follows:

1. Greater Cypress Park Neighborhood Council Elyria Canyon Park

2. LA-32 Neighborhood Council Ernest E. Debs Regional Park

3. Lincoln Heights Neighborhood Council Heritage Square

4. Historic Highland Park Neighborhood Council Cultural sites on Figueroa Street from Ave 42 to Ave 49 Casa Adobe (near Ave 49) Zeigler House (near Ave 46) Sycamore Grove Park (S. Ave 49) Ramona Hall (N. Ave 45)

Because boundaries must remain compact and contiguous, any shared areas, including buildings of historical significance, have been on the border between Neighborhood Councils.

Another example is the sharing of CSUN. CSUN is shared by

If you have any further questions, we'd be happy to speak with you both on a call or in person.

Best,

Mike

On Tue, Jun 5, 2018 at 4:15 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Thanks Mike, we have these forms. Appreciate the time line below.
>
> I am a bit confused as to why you do not have a list of NC's with shared boundaries. The Historic Highland NC shares boundaries with both Eagle Rock and Arroyo Seco, so that is at least 3 NC's with shared boundaries, and we see that the North Hills NC submitted a petition for shared boundaries.
>
> If DONE sees these petitions before it goes to BONC to be approved (as these must have), why wouldn't you all have a list of all of them?
>
> Please get back to me about that.
>
> Thanks,
>
> Lisa
>
> **From:** Mike Fong <mike.fong@lacity.org>
> **Sent:** Tuesday, June 05, 2018 4:00 PM

To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Cc: Grayce Liu <grayce.liu@lacity.org>; Gibson Nyambura <gibson.nyambura@lacity.org>; Sandy Brown ([redacted]) <[redacted]>; Stephen Resnick ([redacted]) <[redacted]>; Constance Boukidis [redacted] <[redacted]>; Laura Winikow (lwinikow@wwnc.org) <lwinikow@wwnc.org>; Semee Park <semee.park@lacity.org>; Lisa Payne <lisa.payne@lacity.org>
Subject: Re: By Laws and Boundary revisions / petition

Hi Lisa,

Hope you are doing well.

Thank you very much for your email.

I have attached a bylaws amendment application and a boundary adjustment application.

If board seats need to be adjusted to ensure no majority stakeholder type,please adjust board seats/structure. Please also examine existing board descriptions and adjust board descriptions if necessary to ensure that they are applicable to the revised boundaries of the Westwood Neighborhood Council.

Please send bylaws amendments to EmpowerLA by Friday, June 22nd.

After the bylaws amendment and boundary adjustment applications have been sent, EmpowerLA will prepare a report for the Board of Neighborhood Commissioners meeting including the bylaws amendment and the boundary adjustment applications. The Department shall forward the bylaws for any Neighborhood Council that is being subdivided and the subdivision petition to the Board of Neighborhood Commissioners (Commission) for approval of the bylaws.

The special Board of Neighborhood Commissioners meeting will occur sometime in mid-July or early August.

The Department currently does not have a list of NCs with shared boundaries.

The Board of Neighborhood Commissioners will also make a decision on the shared assets/boundaries.

Kyle of EmpowerLA/Neighborhood Empowerment will also be preparing a revised map by the end of the week to note that the VA cemetery (from March meeting motion) will be part of the Westwood NC and loop up to the Westwood Hills area to allow for the Westwood Hills area to remain in the Westwood Neighborhood Council boundaries.

Best,

Mike

On Mon, Jun 4, 2018 at 3:00 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Mike,
>
> I just want to reiterate that we need this information (which we have been asking from you for weeks) by today or tomorrow. We have our full board meeting next week, and our agenda will be finalized this Thursday evening.
>
> Thanks,
>
> Lisa
>
> ---
>
> **From:** Chapman, Lisa
> **Sent:** Monday, June 04, 2018 9:36 AM
> **To:** 'Mike Fong' <mike.fong@lacity.org>
> **Cc:** Grayce Liu[redacted]; Gi[redacted].nyambura@lacity.org>; S[redacted]>; Stephen Resnick ([redacted]ukidis ([redacted]>; Laura Winikow (lwinikow@wwnc.org) <lwinikow@wwnc.org>; Semee Park <semee.park@lacity.org>; Lisa Payne <lisa.payne@lacity.org>
> **Subject:** RE: By Laws and Boundary revisions / petition

Hi Mike,

No, I work full time, just as you do. So trekking down to City Hall on a Tuesday at 3 PM will not work for us.

Secondly, why do we need to meet in person? We have asked for the process and the paperwork to submit our bylaw changes along with our shared boundary petition. You have yet to give us that information and timeline. We need that TODAY.

Now, I understand that the Historic Highland NC shares boundaries with Eagle Rock, and another NC, so there certainly is precedent, despite what your office has said in the past.

We need you to tell us which OTHER NC's have shared resource boundaries as well. Please give us all of them, as your office has that information.

We are asking for the following, and have been asking for the following, for weeks now. Please provide this information to us today:

1). Timeline for presenting to BONC our shared resources petition

2). All the paperwork we will need to have for (above)

3). List of all NC's with shared boundaries

We are happy to meet with you here on the Westside, as we have invited you and Grayce on multiple occasions. We can meet you in the evening.

Please get back to me by today.

Thanks,

Lisa

From: Mike Fong <mike.fong@lacity.org>
Sent: Friday, June 01 0 P
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Cc: Grayce Liu ; Gi .nyambura@lacity.org>; S [redacted] >; Stephen Resnick [redacted] kidis [redacted]) <[redacted]; Laura Winikow (lwinikow@wwnc.org) <lwinikow@wwnc.org>; Semee Park <semee.park@lacity.org>; Lisa

Payne <lisa.payne@lacity.org>

Subject: Re: By Laws and Boundary revisions / petition

Hi Lisa,

Hope you are doing well.

Thank you very much for your email.

Are you available for a meeting at City Hall Room 2005 or a conference call to discuss bylaws/boundaries on Tuesday, June 5 at 3:00 pm?

Thanks and have a wonderful weekend!

Best,

Mike

On Fri, Jun 1, 2018 at 2:21 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Grayce, Mike and Gibson,
>
> Happy Friday. We are now 10 days out from the election today, and we have still not heard ONE peep from you all about the bylaw and shared resources petition.
>
> I just don't think this is the process that the Mayor had in mind when creating DONE, and thus outreach to Neighborhood Councils.
>
> Are you all really surprised at this point that our council passed a "No Confidence" vote in your department?
>
> This is just so blatantly biased. Wrong in every way.

Thanks,

Lisa

From: Chapman, Lisa
Sent: Tuesday, May 29, 2018 10:14 AM
To: 'Mike Fong' <mike.fong@lacity.org>; 'Grayce Liu' <grayce.liu@lacity.org>; 'Commission@Empowerla.org' <Commission@Empowerla.org>
Cc: gibso >; 'Sandy Brown ([redacted]) [redacted]>; 'Stephen Resnick ([redacted] oukidis ([redacted])' <[redacted]>; 'Laura Winikow (lwinikow@wwnc.org)' <lwinikow@wwnc.org>; 'Semee Park' <semee.park@lacity.org>; 'Lisa Payne' <lisa.payne@lacity.org>
Subject: RE: By Laws and Boundary revisions / petition

Mike and Grace,

We still have not heard back. Is there someone else, perhaps at BONC, or another entity that we should be going to for this information? Please advise as to whom that party might be.

If it is YOUR office, please call or email back by today. We are planning on submitting boundaries and bylaws to reflect sharing Westwood Village and the Persian business community South of Wilshire.

Your last cut and paste email does not answer the question of whether or not we do this all at once, or we have to change our by-laws first and then submit the boundary change to BONC. We need to know the rules.

My cell is: [redacted]

Sandy Brown's cell is : [redacted]

Please make sure you get us this information by today.

Thanks,

Lisa

From: Chapman, Lisa
Sent: Friday, May 25, 2018 4:08 PM

To: Mike Fong <mike.fong@lacity.org>
Cc: Gibson Nyambura <gibson.nyambura@lacity.org>; Sandy Brown ([redacted]) <[redacted]>; Stephen Resnick ([redacted]) <[redacted]>; Constance Boukidis ([redacted]>; Laura Winikow (lwinikow@wwnc.org) <lwinikow@wwnc.org>; Semee Park <semee.park@lacity.org>
Subject: RE: By Laws and Boundary revisions / petition

Mike, Grayce, and Gibson,

I have to say, I just don't understand why we have to play this silly Friday afternoon game every time we need information.

We lost the election, which is expected. We qualify through DONE's own language to share the boundaries of WW Village and South of Wilshire Persian business community. We meet every criteria.

We ARE going to petition to have that granted.

Our questions have to do with bylaw and boundary changes KNOWING THAT INFORMATION. Can we do this altogether, have DONE do their report and have the special BONC meeting to decide this, or do we have to piecemeal this and have to have TWO special meetings.

We have asked for and deserve detailed information. You already knew this was coming, so why do we have to play this unnecessary passive-aggressive game each time?

Get us our information please. That is our right. You can't keep trying to thwart every attempt we make to be heard.

Lisa

From: Chapman, Lisa
Sent: Friday, May 25, 2018 3:06 PM

To: Mike Fong <mike.fong@lacity.org>
Cc: Gibson Nyambura <gibson.nyambura@lacity.org>; Sandy Brown
([redacted]) <[redacted]>; Stephen Resnick
([redacted]) <[redacted]>; Constance Boukidis
([redacted]>; Laura Winikow
(lwinikow@wwnc.org) <lwinikow@wwnc.org>; Semee Park <semee.park@lacity.org>
Subject: RE: By Laws and Boundary revisions / petition

Hi Mike,

Thanks for your reply but that doesn't answer our questions about the petition for the boundary sharing. Are you saying that we do this altogether within the 30 days?

Please advise after reading my original email below.

Thanks,

Lisa

From: Mike Fong <mike.fong@lacity.org>
Sent: Friday, May 25 9 P
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Cc: [redacted]ibso ; Sandy Brown
([redacted]>; Stephen Resnick
([redacted]ukidis
([redacted]>; Laura Winikow
(lwinikow@wwnc.org) <lwinikow@wwnc.org>; Semee Park <semee.park@lacity.org>
Subject: Re: By Laws and Boundary revisions / petition

Hi Lisa,

Hope you are doing well.

Thank you very much for your email.

The Westwood Neighborhood Council shall amend their bylaws within 30 days of the election to reflect changes to the boundaries and, if applicable, the board structure. The Department shall forward the bylaws for any Neighborhood Council that is being subdivided to the Board of Neighborhood Commissioners (Commission) for approval of the amended bylaws. Please complete the bylaws amendment application and boundary revision within 30 days.

There will most likely be a special meeting of the Board of Neighborhood

Commissioners in late June in the North Westwood area.

Best,

Mike

On Fri, May 25, 2018 at 2:36 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi All,
>
> We haven't heard back, and it's starting a long holiday weekend.
>
> When might we expect an answer to our questions below?
>
> Please advise.
>
> Thanks,
>
> Lisa

From: Chapman, Lisa
Sent: Thursday, May 24, 2018 11:00 AM
To: Grayce Liu <grayce.liu@lacity.org>; 'Mike Fong' <mike.fong@lacity.org>; Gibson Nyambura <gibson.nyambura@lacity.org>
Cc: Sandy Brown ([redacted]) <[redacted]>; Stephen Resnick ([redacted]) <[redacted]>; Constance Boukidis ([redacted]) <[redacted]>; Laura Winikow (lwinikow@wwnc.org) <lwinikow@wwnc.org>
Subject: By Laws and Boundary revisions / petition

Hello Grayce, Mike and Gibson,

We need to know the timeline for when our new by laws need to be submitted based on the election results.

We will also need to know when the boundary revision petition will be due for you and for BONC. Please advise of thorough timeline on that as well.

Please send us any paperwork that will need to be completed for that entire process, along with timeline dates and due dates.

Also, please advise if the petition for shared boundaries must include the revised boundaries as a result of the election.

Please get all this to us by tomorrow at the latest.

Thanks,

Lisa

Lisa Chapman, MSO II

Practice Manager

UCLA Health

2001 Santa Monica Blvd. Ste 370/380

Santa Monica, CA 90404

Cell: [redacted]7

[redacted]@[redacted]ucla.edu



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--

Mike Fong
Director of Policy and Government Relations

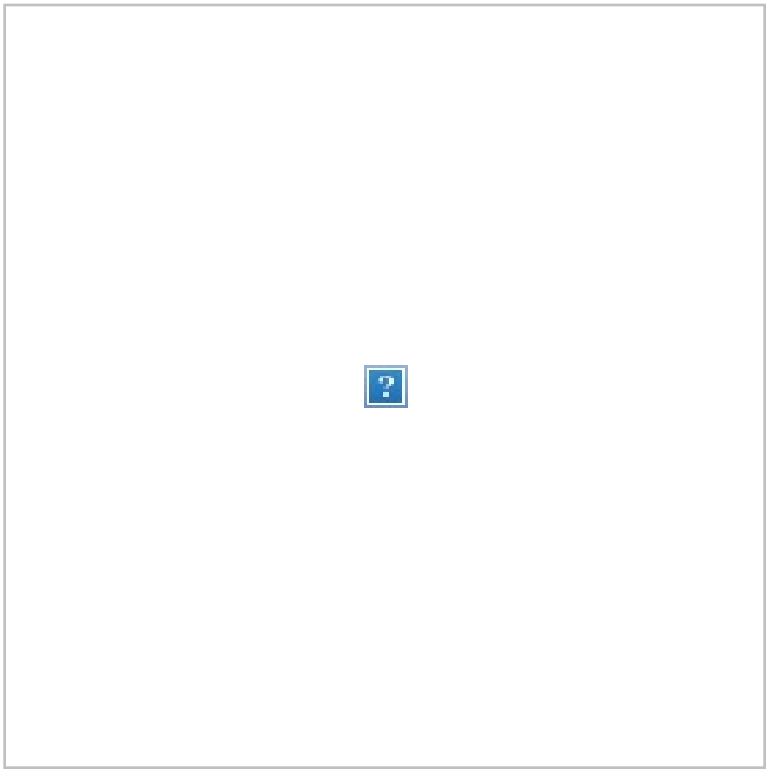
Department of Neighborhood Empowerment / Empower LA

200 North Spring Street, Suite 2005

Los Angeles, CA 90012

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mike.fong@lacity.org

Web | www.EmpowerLA.org



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--

Mike Fong
Director of Policy and Government Relations

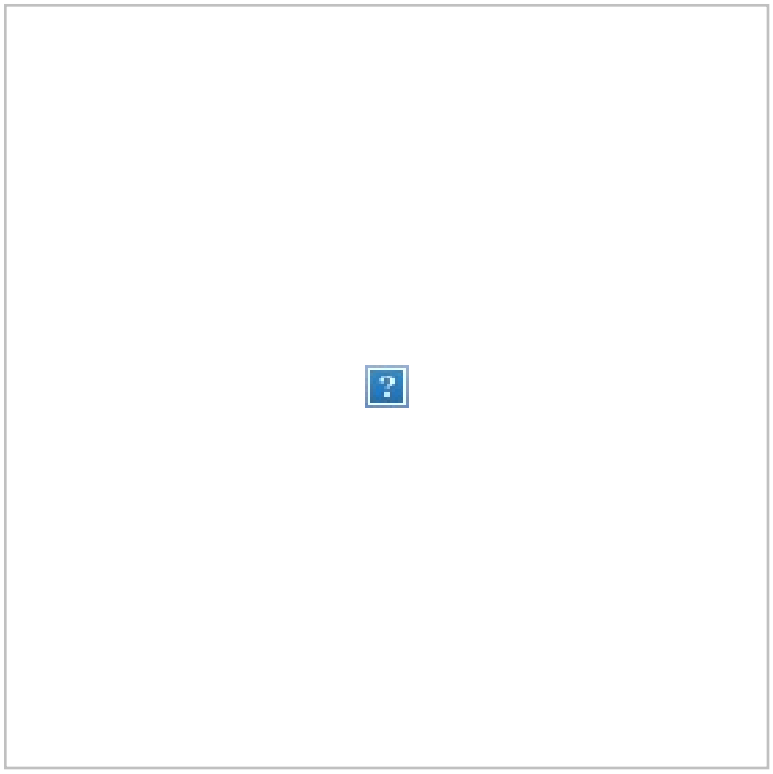
Department of Neighborhood Empowerment / Empower LA

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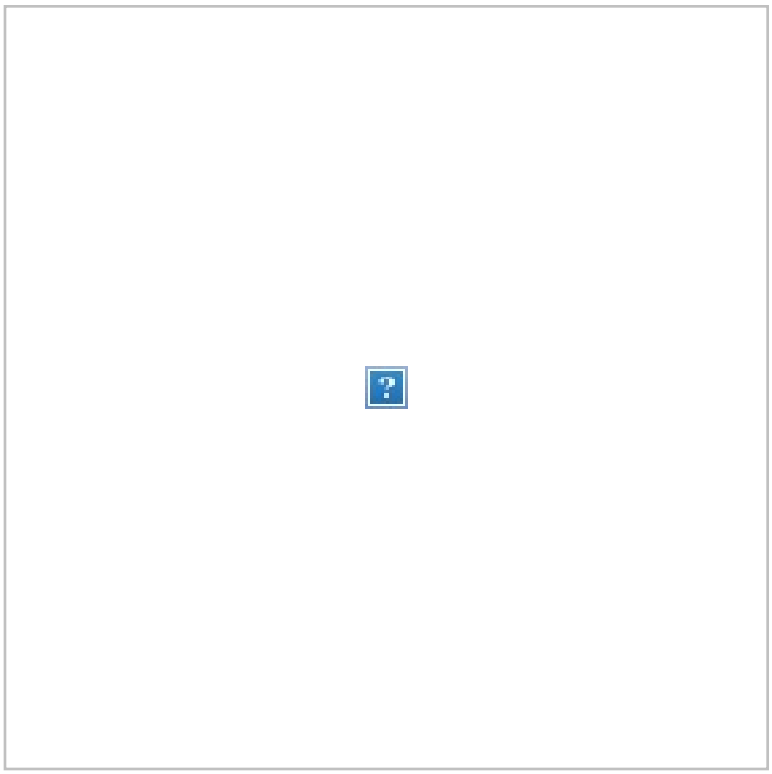
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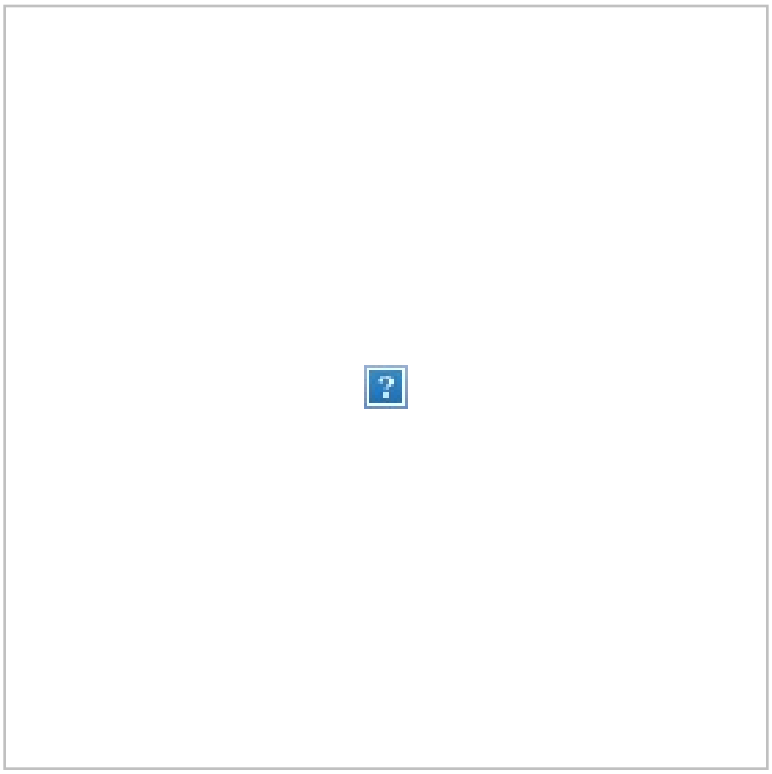
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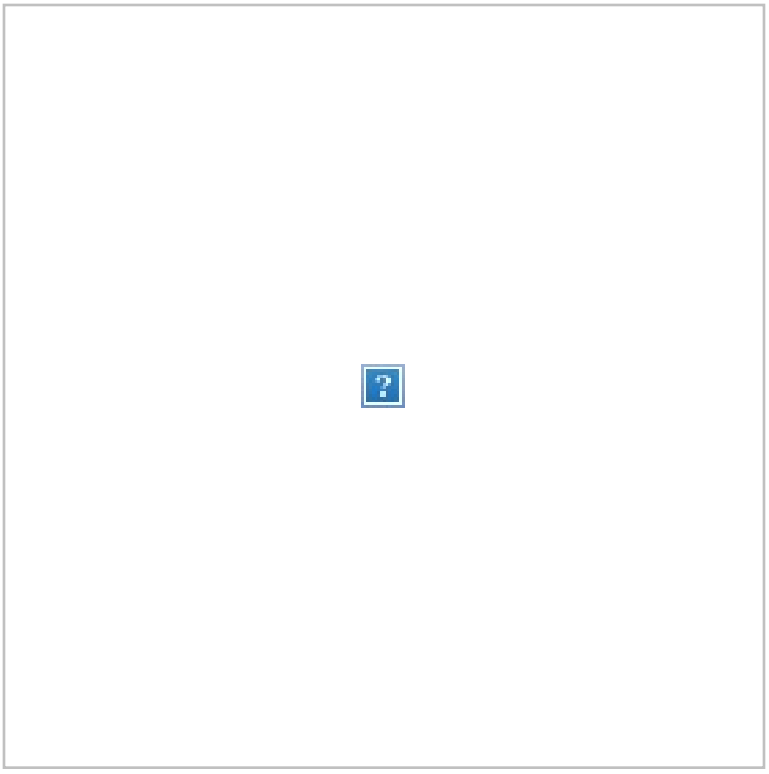
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--

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:44:42 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:45:14 AM GMT-07:00

---------- Forwarded message ----------
From: **Semee Park** <semee.park@lacity.org>
Date: Thu, Jun 21, 2018 at 9:05 AM
Subject: Re: Parking Request
To: Sandy Brown <[redacted]>
Cc: Patricia Mares <patricia.mares@lacity.org>, Chapman Lisa <[redacted]@[redacted]ucla.edu>

Good morning Sandy,

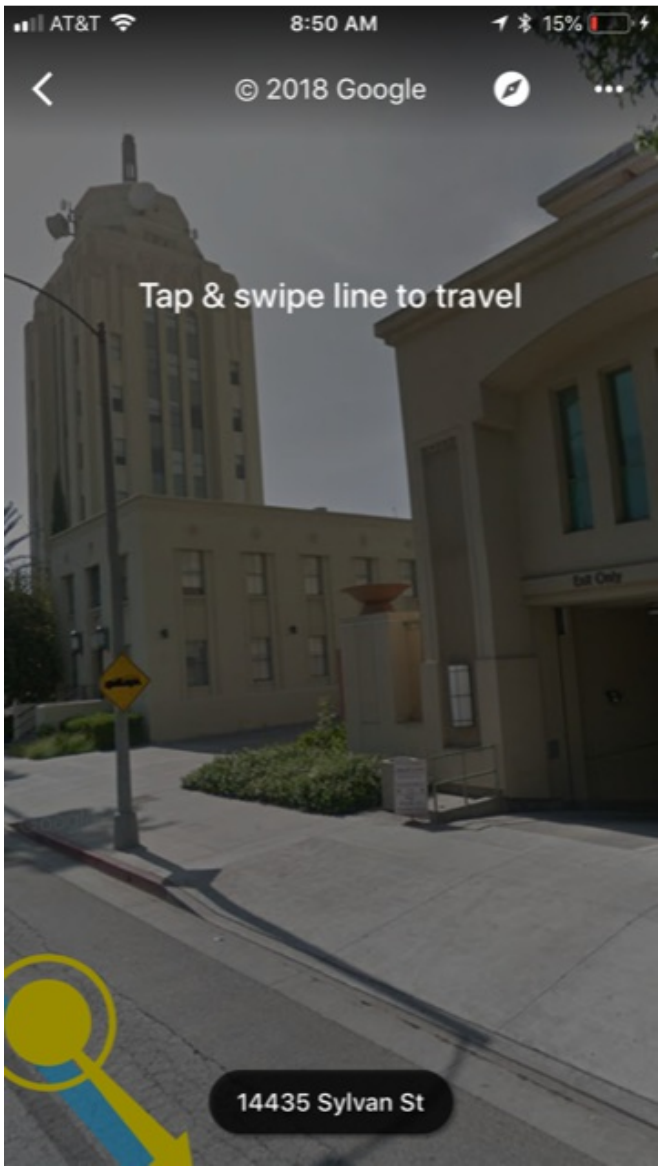
Parking will be taken care of for you for Friday at the Marvin Braude Constituent Center (6262 Van Nuys Blvd)

We will expect you in the Van Nuys Office around 2pm

Stop by the 3rd floor of Van Nuys City Hall (14410 Sylvan Street) to drop off the documents.

Screen shot below shows Van Nuys City Hall on the left and the parking entrance to the Marvin Braude Building to the right. When you come up the elevator, you will have to exit the building and walk over to Van Nuys City Hall.

818-374-9898 is our office if there are any issues. Hope this helps!



(Mobile. Please excuse brevity/typos)

On Jun 21, 2018, at 8:46 AM, Sandy Brown <[redacted]> wrote:

> Hi Semee,
>
> Definitely, Van Nuys. I will be driving a [redacted]. I hope to be there at 2pm. Please let me know if there are any problems. You didn't say to email Patricia if I go to Van Nuys. Does someone else take care of the Van Nuys parking?
>
> Many thanks,
>
> Sandy
>
> > On Jun 20, 2018, at 6:59 PM, Semee Park <semee.park@lacity.org> wrote:
> >
> > Hi Sandy,
> >
> > The Department has 2 offices. 1 at City Hall 20th Floor and 1 at Van Nuys City Hall (Sylvan address).

Patricia will be able to arranging parking for you for both locations. Just let her know by Thursday afternoon.

If you're coming to City Hall, you will park in City Hall East (directly across the street from City Hall).

If you're coming to Van Nuys City Hall, you will park at 6262 Van Nuys Blvd (entrance off Sylvan Street) in the Marvin Braude building next door to City Hall.

If needed, I can send over parking map for City Hall.

Hope this helps to clarify.

(Mobile. Please excuse brevity/typos)

On Jun 20, 2018, at 6:47 PM, Sandy Brown <[redacted]> wrote:

> Am I delivering it on 2nd St? What's Sylvan? In the valley?
>
> Thought I might be able to park on 2nd? Better to walk from City Hall East?
>
> Thanks,
> Sandy
>
> On Jun 20, 2018, at 6:00 PM, Semee Park <semee.park@lacity.org> wrote:
>
> Hi Sandy,
>
> If you need parking in City Hall East (P2 level) on Friday, please provide Patricia, cc'ed in this email with your car make, model and license plate number. Please also provide the time you will be arriving.
>
> Thank you.
>
> **Semee Park**
> Director of Neighborhood Council Operations
>
> **Department of Neighborhood Empowerment**
> 14410 Sylvan St. 4th Floor
> Los Angeles, CA 91401
> Office | 818-374-9898
> Email | Semee.Park@lacity.org
> Web | www.EmpowerLA.org
>
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--

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:44:21 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:44:52 AM GMT-07:00

---------- Forwarded message ----------
From: **Sydney Coneeny** <webmaster@empowerla.org>
Date: Fri, Jun 22, 2018 at 11:48 AM
Subject: Westwood Neighborhood Council Meeting - June 13
To: gibson.nyambura@lacity.org

From: Sydney Coneeny [redacted]@[redacted]ucla.edu>

Hi Gibson, I am a writer at UCLA's Daily Bruin and I was just hoping you could confirm something for me. At the last WWNC, our writer said you were in attendence and said that the Department of Neighborhood Empowerment would recommend that Westwood remain within the original boundaries of the WWNC (rather than those established by the recent vote). Is this correct? Thanks!

--
This e-mail was sent from the contact form on EmpowerLA's department page.

--

Gibson Nyambura
Neighborhood Council Advocate

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Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 10:44:04 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:44:35 AM GMT-07:00

---------- Forwarded message ----------
From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Mon, Jun 25, 2018 at 3:30 PM
Subject: Re: UCLA Daily Bruin Inquiry
To: Sydney Coneeny [redacted]@[redacted].ucla.edu>

Thank you Sydney.

On Mon, Jun 25, 2018 at 3:26 PM, Sydney Coneeny [redacted]@[redacted].ucla.edu> wrote:

> Hello Gibson,
>
> Thank you for getting back to me with this clarification, we will make the necessary corrections to our coverage of the meeting.
>
> Best,
>
> Sydney Coneeny
>
> On Mon, Jun 25, 2018 at 5:36 PM Gibson Nyambura <gibson.nyambura@lacity.org> wrote:
>
> > Good afternoon Sydney,
> >
> > I am the representative from DONE who was at the Westwood NC board meeting. Wanted to clarify that comment. I stated that the section of Westwood Hills would stay in the current WWNC boundaries. The other regions of Westwood Village and Persian square was not agreed by the department however, Westwood NC did vote to keep those areas in its new boundaries. This matter will be discussed in a future Board of Neighborhood Commissioners meeting. Hope this is helpful.
> >
> > Best,
> >
> > On Fri, Jun 22, 2018 at 11:55 AM, Michael Skiles <[redacted]@ucla.edu> wrote:
> >
> > > Dear Sydney,
> > >
> > > I'm almost positive that that's not what Gibson said.
> > >
> > > I don't recall Gibson's words at the meeting, but maybe there was a confusion over words like "remain." Since the subdivision proposal was submitted in December, there has been a presumption that the Village would be included in the new North Westwood area, assuming the subdivision petition was approved by the voters (which it was on May 22nd). There have since been discussions about whether Westwood Hills, Westwood Village, and Persian square would "remain" within this North Westwood area. Actually, perhaps that could be the source of confusion-- maybe Gibson said Westwood Hills would remain within the original WWNC?
> > >
> > > Best regards,
> > > Michael Skiles
> > > President, UCLA Graduate Students Association
> > > Graduate Chair, UC Council of Presidents

On Friday, June 22, 2018 11:45 AM, Sydney Coneeny [redacted]@[redacted]ucla.edu> wrote:

Hi Michael,

I hope that all is well! I am just reaching out to see if you could confirm something for me. One of our writers attended the last WWNC meeting and had been under the impression that a representative from the Department of Neighborhood Empowerment said that DONE would recommend to the BONC that Westwood remain under the original WWNC boundaries. Are you able to confirm that this was said?

Please let me know, thank you so much!

Sydney Coneeny
--
Sydney Coneeny
Daily Bruin City & Crime Editor

--

Gibson Nyambura
Neighborhood Council Advocate

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--
Sydney Coneeny
Daily Bruin City & Crime Editor

--

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ELA.PRA@lacity.org>
Date Sent: Friday, June 29, 2018 10:42:45 AM GMT-07:00
Date Received: Friday, June 29, 2018 10:43:16 AM GMT-07:00

---------- Forwarded message ----------
From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Mon, Jun 25, 2018 at 4:27 PM
Subject: Re: Misquote in Daily Bruin?
To: GSA President [redacted]@[redacted]ucla.edu>

Michael,

I sent the correction email today. You were cc'd in the email.

Best,

On Thu, Jun 21, 2018 at 6:57 PM, GSA President [redacted]@[redacted].ucla.edu> wrote:

> Dear Gibson,
>
> You're quoted in this article as saying that DONE will recommend that Westwood Village remain within the jurisdiction of the old Westwood Neighborhood Council. I don't recall you saying that, so if you confirm that was an error on the Daily Bruin's part, I can get it corrected for the record.
>
> http://dailybruin.com/2018/06/21/westwood-neighborhood-council-recap-june-13/
>
> Best regards,
> Michael Skiles
> President, UCLA Graduate Students Association
> Graduate Chair, UC Council of Student Body Presidents

--

Gibson Nyambura
Neighborhood Council Advocate

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:27:12 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:27:44 PM GMT-07:00

---------- Forwarded message ----------
From: **Semee Park** <semee.park@lacity.org>
Date: Tue, Apr 25, 2017 at 4:28 PM
Subject: Re: WWNC Agenda - Executive Committee
To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>
Cc: Mario Hernandez <mario.hernandez@lacity.org>, Stephen Resnick <[redacted]>, Jasmine Elbarbary <jasmine.elbarbary@lacity.org>, Gibson Nyambura <gibson.nyambura@lacity.org>

Lisa,

Please give me a call at 818-374-9898 to discuss. I feel like we're not communicating effectively.

The point I want to make it, according to your agenda, it is listed as "Executive Committee Meeting," and since the City Attorney has provided clarification that your Executive Committee is a Standing Committee, and not ad hoc, meeting must be open to the public.

Now, I understand the need to "hash out" the details in a more "controlled" manner, however, the public must be able to participate.

Finally, I want to let you know, here at EmpowerLA, we have hired additional staff and will now be attending your meetings moving forward to provide support to Westwood NC. Gibson Nyambura (cc'ed here in this email) is your assigned Neighborhood Empowerment Advocate (NEA) and will be introducing himself to the group shortly.

Hope this help. And please know we're not trying to hinder your business in any way however, there are laws/rules we have to follow and posting the agenda, and having an public meeting is something that needs to occur in this case.

Best Regards,

Semee Park
Director of Neighborhood Council Operations

Department of Neighborhood Empowerment
14410 Sylvan St. 4th Floor
Los Angeles, CA 91401
Office | 818-374-9898
Email | Semee.Park@lacity.org
Web | www.EmpowerLA.org

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https://www.youtube.com/watch?v=IJ77Zz-RsFo

On Tue, Apr 25, 2017 at 4:07 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Semee, please read what I wrote. I said it was 3 members of our exec cmte and one who was NOT a part of the exec cmte.

From: Semee Park [mailto:semee.park@lacity.org]
Sent: Tuesday, April 25, 2017 4:02 PM

To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Cc: Mario Hernandez <mario.hernandez@lacity.org>; Stephen Resnick <[redacted]>; Jasmine Elbarbary <jasmine.elbarbary@lacity.org>
Subject: Re: WWNC Agenda - Executive Committee

Lisa,

Your Executive Committee is NOT an ad hoc committee.

Semee Park
Director of Neighborhood Council Operations

Department of Neighborhood Empowerment

14410 Sylvan St. 4th Floor

Los Angeles, CA 91401

Office | 818-374-9898

Email | Semee.Park@lacity.org

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https://www.youtube.com/watch?v=IJ77Zz-RsFo

On Tue, Apr 25, 2017 at 3:50 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> It is three members of our exec cmte and one who is NOT on our exec cmte, so it should be an ad hoc cmte.
>
> Get back to me on the ADA issue at a private location, and we will reschedule.
>
> Thanks.
>
> **From:** Semee Park [mailto:semee.park@lacity.org]
> **Sent:** Tuesday, April 25, 2017 3:45 PM

To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Cc: Mario Hernandez <mario.hernandez@lacity.org>; Stephen Resnick <[redacted]>; Jasmine Elbarbary <jasmine.elbarbary@lacity.org>

Subject: Re: WWNC Agenda - Executive Committee

Hi Lisa,

I want to reiterate, your Executive Committee is a Standing Committee. Therefore, subject to the Brown Act and advance posting and notification of the meeting.

Thank you for your understanding. If there are additional questions, I am happy to call and chat in detail.

Semee Park
Director of Neighborhood Council Operations

Department of Neighborhood Empowerment

14410 Sylvan St. 4th Floor

Los Angeles, CA 91401

Office | 818-374-9898

Email | Semee.Park@lacity.org

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On Tue, Apr 25, 2017 at 3:31 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Actually the reason we wanted a closed meeting is because this is a working ad hoc for one reason only, to formulate wording for two motions to be presented to our full council for a vote in May. They are complicated, and should not be hashed out in front of stakeholders. After these motions are presented, then stakeholders can weigh in on them.
>
> We posted this just in case, but discovered that ad hoc committees that are “solely made up of governing members” do not need to post, and we were seeking clarification. The city attorney has already weighed in, or it wouldn’t be on your site.

Now, our problem is that we should never have said anything in the first place! I don't know why this is now turning in to such an issue. We are not hiding anything at all.

And in regards to the private residence, it is absolutely ADA compliant. Since the public won't be there, it shouldn't matter.

This is just more bureaucracy!

From: Mario Hernandez [mailto:mario.hernandez@lacity.org]
Sent: Tuesday, April [redacted] 3:2
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>; Stephen Resnick <[redacted]>
Cc: Semee Park <semee.park@lacity.org>; Jasmine Elbarbary <jasmine.elbarbary@lacity.org>

Subject: Re: WWNC Agenda - Executive Committee

HI Lisa,

In response to an email and phone conversation with Stephen Resnick, Your questions regarding the posting requirements of an Ad Hoc meeting and public participation has been forwarded the Office of the City Attorney review. Additionally, Stephen stated the reason for wanting a closed meeting is the meeting location will be a private residence. The use of a private residence may be an issue to ADA requirements.

Once City Attorney has reviewed, you will provided with an update.

If you have any further questions, please contact Jasmine Elbarbary or Semee Park at (818) 374-9898. They are not in the office today, but should return tomorrow.

Thank you.

Mario Hernandez

Project Coordinator

Department of Neighborhood Empowerment

200 N. Spring Street, Fl 20

Los Angeles, CA 90012

Office | 213-473-7472 Fax | 213-978-1751

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Attachments area

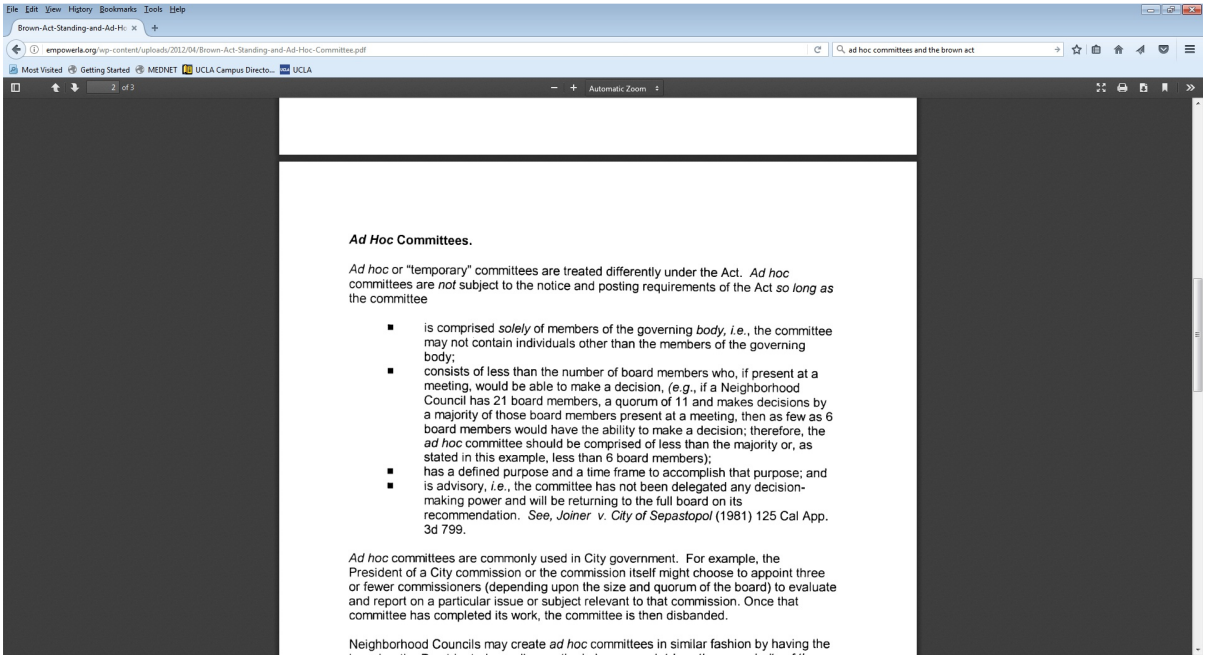
Preview YouTube video Welcome to EmpowerLA!



On Tue, Apr 25, 2017 at 2:43 PM, Stephen Resnick <[redacted]> wrote:

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Tue, Apr 25, 2017 at 11:31 AM
Subject: RE: WWNC Agenda - Executive Committee
To: Semee Park <semee.park@lacity.org>
Cc: NC Support <ncsupport@lacity.org>, Stephen Resnick <[redacted]>, Jasmine Elbarbary <jasmine.elbarbary@lacity.org>

Could you please explain this from Empower LA:



***Ad Hoc* Committees.**

Ad hoc or "temporary" committees are treated differently under the Act. *Ad hoc* committees are *not* subject to the notice and posting requirements of the Act *so long as* the committee

- is comprised *solely* of members of the governing *body, i.e.*, the committee may not contain individuals other than the members of the governing body;
- consists of less than the number of board members who, if present at a meeting, would be able to make a decision, *(e.g.*, if a Neighborhood Council has 21 board members, a quorum of 11 and makes decisions by a majority of those board members present at a meeting, then as few as 6 board members would have the ability to make a decision; therefore, the *ad hoc* committee should be comprised of less than the majority or, as stated in this example, less than 6 board members);
- has a defined purpose and a time frame to accomplish that purpose; and
- is advisory, *i.e.*, the committee has not been delegated any decision-making power and will be returning to the full board on its recommendation. *See, Joiner v. City of Sepastopol* (1981) 125 Cal App. 3d 799.

Ad hoc committees are commonly used in City government. For example, the President of a City commission or the commission itself might choose to appoint three or fewer commissioners (depending upon the size and quorum of the board) to evaluate and report on a particular issue or subject relevant to that commission. Once that committee has completed its work, the committee is then disbanded.

Neighborhood Councils may create *ad hoc* committees in similar fashion by having the

---

From: Semee Park [mailto:semee.park@lacity.org]
Sent: Tuesday, April 11:
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Cc: NC Support <ncsupport@lacity.org>; Stephen Resnick <[redacted]>; Jasmine Elbarbary <jasmine.elbarbary@lacity.org>

Subject: Re: WWNC Agenda - Executive Committee

Hi Lisa,

Hope all is well. All meetings (ad hoc, committee, board etc.) regardless of membership must be open to the public.

Please let me know if additional clarification is needed.

Much thanks in advance!

On Apr 25, 2017, at 11:22 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi NC support,
>
> As I understand it, Ad Hoc cmte meetings do not have to be open to the public if they have no members that are stakeholders. This is our exec cmte to discuss motion

wording to come before the entire council.

Please clarify.

Thanks,

Lisa

From: betty.wong@lacity.org [mailto:betty.wong@lacity.org] **On Behalf Of** NC Support
Sent: Tuesday, April 25
To: Stephen Resnick [redacted]>
Cc: Chapman, Lisa <[redacted]@[redacted]ucla.edu>; Jasmine Elbarbary <jasmine.elbarbary@lacity.org>; Semee Park <semee.park@lacity.org>
Subject: Re: WWNC Agenda - Executive Committee

Dear Neighborhood Council,

Thank you for your email. We are unable to post your request to the ENS website. All Neighborhood Council meetings are open to the public. Neighborhood Council cannot have closed meetings, it's a Brown Act violation.

Please contact and consult with your PC via email; jasmine.elbarbary@lacity.org for rescheduling of meeting.

On Mon, Apr 24, 2017 at 5:03 PM, Stephen Resnick <[redacted]> wrote:

> NC Support,
>
> Attached is the agenda, *in PDF form*, for an **Executive Committee** meeting of the Westwood Neighborhood Council. Please let me know if you have any questions.
>
> Stephen Resnick, Secretary
>
> Westwood Neighborhood Council

--

Best Regards,
NC Support Team

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

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--

Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:26:50 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:27:21 PM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Fri, Apr 28, 2017 at 1:01 PM
Subject: RE: Request to Speak about Executive Committee meeting
To: Gibson Nyambura <gibson.nyambura@lacity.org>
Cc: "Stephen Resnick ([redacted])" <[redacted]>

Steve is working, so I wanted to make sure. He is the one that posted.

Thanks,

Lisa

From: Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
Sent: Friday, April 28 :59
To: Chapman, Lisa <[redacted] cla.e
Cc: Stephen Resnick ([redacted]) <[redacted]>

Subject: Re: Request to Speak about Executive Committee meeting

Lisa,

It is good to go. You should have received a response back from NC support.

On Fri, Apr 28, 2017 at 12:41 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Gibson,
>
> Has this posted and we are good to go?
>
> Thanks,
>
> Lisa

From: Chapman, Lisa
Sent: Thursday, April 27, 2017 4:48 PM
To: 'Gibson Nyambura [redacted]@lac
Cc: Stephen Resnick ([redacted]) <[redacted]>
Subject: RE: Request to Speak about Executive Committee meeting

We will meet at Holmby Park. Steve will update the posting with public comment and location.

I won't hold my breath that you found a location.

When Steve sends this, we need it posted right away.

Thanks,

Lisa

From: Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
Sent: Thursday, Apri[redacted]12
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>

Subject: Re: Request to Speak about Executive Committee meeting

I am working to assist with finding a location. I will follow up.

On Thu, Apr 27, 2017 at 12:50 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> We'll see if we can work on another site, but we may not be able to do so.
>
> **From:** Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
> **Sent:** Thursday, Apri[redacted]12
> **To:** C[redacted]Lisa <[redacted]@[redacted]ucla.edu>
> **Cc:** [redacted]@wwnc.org
> **Subject:** Re: Request to Speak about Executive Committee meeting
>
> Yes, there is. From my understanding, the meeting location is a private residence which raises liability concerns and is not ADA compliant. In addition, the agenda does not include Public comment.
>
> Best,

On Thu, Apr 27, 2017 at 11:51 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Gibson,
>
> Is there an issue with it?
>
> Thanks,
>
> Lisa
>
> **From:** Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
> **Sent:** [redacted]ay, April 27, 2017 11:41 AM
> **To:** [redacted]@wwnc.org
> **Subject:** Request to Speak about Executive Committee meeting
>
> Lisa,
>
> My name is Gibson Nyambura. I am the new NEA for Westwood. I was hoping to speak to you about the executive committee meeting agenda that you submitted to NCsupport. I called and left you a message. Please feel to contact me at 213-978-1551.
>
> Best,
>
> --
>
> **Gibson Nyambura**
>
> Neighborhood Council Advocate
>
> **Department of Neighborhood Empowerment**
>
> 200 N. Spring Street, Suite 2005
>
> Los Angeles, CA 90012
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> Office | 213-978-1551 Fax | 213-978-1751
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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:26:29 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:27:01 PM GMT-07:00

---------- Forwarded message ----------
From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Mon, May 15, 2017 at 3:42 PM
Subject: Re: Follow up
To: Sandy Brown <[redacted]>
Cc: Chapman Lisa <[redacted]@[redacted]ucla.edu>

Sandy,

Sorry for being quiet. Getting confirmation with you question. I will have one tomorrow.

Best,

On Fri, May 12, 2017 at 12:21 PM, Sandy Brown <[redacted]> wrote:

> Hi Gibson,
>
> What if we want more than a cert? What are the rules governing recognition?
>
> Also, when will a decision be made regarding online voting and the date of the next election?
>
> Thanks,
>
> Sandy Brown

> On May 12, 2017, at 12:12 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:
>
> Thanks so much, Gibson…
>
> It was a pleasure to meet you the other night, thanks for coming to the meeting!
>
> Lisa
>
> **From:** Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
> **Sent:** May 12, 2017 11:21 AM
> **To:** [redacted]@wwnc.org
> **Subject:** Follow up
>
> Lisa,
>
> I wanted to follow on the question of giving a certificate of recognition.It is not a problem.
>
> Best,
>
> --

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:26:17 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:26:49 PM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Thu, May 18, 2017 at 11:40 AM
Subject: RE: Follow up on Ethics training
To: Gibson Nyambura <gibson.nyambura@lacity.org>

Thanks so much, Gibson!

From: Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
Sent: Thursday, May 18, 2017 11:28 AM

To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Subject: Re: Follow up on Ethics training

Lisa,

Carmen Hawkins is still your assigned City Attorney. Her email is carmen.hawkins@lacity.org. The number to contact is 213-978-8132.

Best,

On Thu, May 18, 2017 at 11:25 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Gibson,
>
> Could you send me the name of the City Attorney and contact info. that helps us with questions, for the West Side? I don't know if it is still Carmen, but I need a Brown Act question answered by an expert.
>
> Thanks,
>
> Lisa
>
> **From:** Gibson Nyambura [mailto:gibson.nyambura@lacity.org]

Sent: Tuesday, May 16, 2017 12:52 PM
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Subject: Re: Follow u cs t

Thanks for the correction. I will work on it.

Best,

On Tue, May 16, 2017 at 12:51 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Yes, mine will be done this week. Eugene is no longer on our board, and Rosters has already been updated on this multiple times.....
>
> **From:** Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
> **Sent:** Tuesday, May 1 2:3
> **To:** Chapman, Lisa <[redacted]@[redacted]ucla.edu>
> **Subject:** Follow up on Ethics training
>
> Good afternoon Lisa,
>
> I wanted to touch base with you over an email I just sent out to your board. This is for board members whose ethics expired. Your ethics has expired as well. The list of board members who need to complete their ethics training are:
>
> Eugene Tseng
>
> Roozbeh Farahanipour
>
> Marcello Robinson
>
> Angus Beverly
>
> Caroline Conway
>
> Mitchell Keiter
>
> Chantelle Eastman
>
> Would you please be able to follow up with them on the ethics training.
>
> Best.
>
> --

Gibson Nyambura

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:25:38 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:26:09 PM GMT-07:00

---------- Forwarded message ----------
From: **EmpowerLA Rosters** <Rosters@empowerla.org>
Date: Wed, Jun 14, 2017 at 12:29 PM
Subject: Re: Lisa Chapman / Westwood Neighborhood Council- Updated Ethics document
To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>
Cc: Gibson Nyambura <gibson.nyambura@lacity.org>

Hello,

Your ethics certification has been updated.

On Tue, Jun 13, 2017 at 1:57 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Empower LA,
>
> Here is my updated Ethics training documentation.
>
> Thanks,
>
> Lisa
>
> Westwood Neighborhood Council

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Best Regards,
Roster Team

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:25:21 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:25:53 PM GMT-07:00

---------- Forwarded message ----------
From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Wed, Jun 14, 2017 at 4:25 PM
Subject: Re: FW: Received Email Re: WWNC - Agenda
To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>
Cc: Stephen Resnick <[redacted]>, NC Support <ncsupport@lacity.org>

Lisa and Stephen,

Can we speak about this concern. Feel free to contact me at 818-374-9953.

Best,

On Wed, Jun 14, 2017 at 3:58 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Nor to me.
>
> **From:** Stephen Resnick [mailto:[redacted]]
> **Sent:** Wednesday, June 14, 2017 3:56 PM
> **To:** NC Support <ncsu[redacted]city
> **Cc:** Chapman, Lisa <[redacted]@[redacted]ucla.edu>; Gibson Nyambura <gibson.nyambura@lacity.org>
> **Subject:** Re: FW: Received Email Re: WWNC - Agenda
>
> Once again, I have never received this before. Not last month, not last year, not at all. While it may be helpful, it was never sent to me.
>
> Steve
>
> On Tue, Jun 13, 2017 at 1:53 PM, NC Support <ncsupport@lacity.org> wrote:
>
> > Hello Lisa and Stephen,
> >
> > Hope all is well. The automated message has been on for about 2yrs now. It's something to help guide the NCs in how all agendas are to be submitted and what's required on all agendas. Attached is a sample agenda to help guide you in setting agendas. If your agenda is missing any required language, agenda item or incorrect dates, etc., your NC/board member who submits the agendas, will be notified.
> >
> > Let me know if you have any other questions.

Best,

On Tue, Jun 13, 2017 at 1:24 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi NC support,
>
> Are these changes automatically forwarded in advance to each neighborhood council? Our secretary Stephen Resnick says he has never had this reply before last week. You are sending any updates to procedure to each council? We would need to know about any changes, well in advance of our posting so as to not miss our deadline of posting.
>
> Please see Steve's question below of #4, and please send us text on how this should read.
>
> Thanks,
>
> Lisa
>
> President, Westwood Neighborhood Council
>
> **From:** Stephen Resnick [mailto:[redacted]]
> **Sent:** Friday, June 09 6 P
> **To:** Chapman, Lisa <[redacted]@[redacted]ucla.edu>
> **Subject:** Fwd: Received Email Re: WWNC - Agenda
>
> Hi Lisa,
>
> I sent our agenda to NC Support and then received this email in reply. This is the first time I've received this message. Note the language in items 4 and 6. I have now made these changes to our agenda. However, I'm not clear about the language in item 4, but I added it at the beginning of the last paragraph that preceeds the actual agenda items.
>
> "Public Access of Records: In compliance with Government Code section 54957.5, ..."
>
> Steve
>
> ---------- Forwarded message ----------
> From: **NC Support** <ncsupport@lacity.org>
> Date: Fri, Jun 9, 2017 at 4:31 PM
> Subject: Received Email Re: WWNC - Agenda
> To: [redacted]
>
> ***Agendas received after 12:00 PM on a Friday or before a holiday weekend, will probably be uploaded to ENS the next business Day***
>
> Thank you for your email. If you provide an NC Meeting agenda for uploading to ENS,

please be aware of the following, Staff is reviewing the agendas for the following:

1. Agendas submitted in the required *72 hours for Regular Meetings (for example: Board Meeting is scheduled for Monday January 2, 2017 at 6:30 PM, agendas should be submitted prior to or on Friday December 30, 2016 at 12:00 PM to allow staff the opportunity to post).*

2. Agendas submitted in the required *24 hours for Special Meetings (for example: Special Meeting is scheduled for Tuesday January 3, 2017 at 6:30 PM, agendas should be submitted prior to or on Monday January 2, 2016 at 12:00 PM to allow staff the opportunity to post).*

3. Agenda submitted in a *PDF format*

4. Required *Brown Act Language; "Public Access of Records"* is included on all Agendas

5. Required *ADA language* is included on all agendas

6. Required agenda item; *"General Public Comment On Non-Agenda Items"*

7. Sufficient information (20 words or less) is provided for each Agenda item (not just a title of the item)

8. Include the date and title of the meeting in the subject box of the email

9. If you have cancelled any planned NC meetings, you must submit an Agenda stating the date and time of the meeting and *"CANCELLED"* under the Date. Agendas are to be posted as usual AND sent here to ncsupport@lacity.org

10.If you have a revised agenda, you must submit a *"REVISED Agenda"*, stating the NC name, type of meeting, time and what was added or deleted.

For Immediate assistance please call 213-978-1551

--

Best Regards,
NC Support Team

Department of Neighborhood Empowerment

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:24:45 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:25:17 PM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Thu, Jul 6, 2017 at 2:58 PM
Subject: RE: Ethics training
To: Gibson Nyambura <gibson.nyambura@lacity.org>

That is what I thought…so thank you, and yes, that does answer my question.

From: Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
Sent: Thursday, July 2:5
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Subject: Re: Ethics training

Lisa,

From my understanding, once the ethics expire, the board member cannot vote on any funding items. If they have not completed that training either, they cannot vote on the funding item. Does that answer your question?

Best,

On Thu, Jul 6, 2017 at 2:44 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Gibson,
>
> Can you tell me what the rules are about having your ethics expire and participating in discussions and votes? I have a few stragglers who have been reminded several times, and I want to know how long they can be expired for and still participate?
>
> Thanks,
>
> Lisa

Westwood Neighborhood Council

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--

Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:24:22 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:24:53 PM GMT-07:00

---------- Forwarded message ----------
From: **Elise Ruden** <elise.ruden@lacity.org>
Date: Wed, Jul 12, 2017 at 4:12 PM
Subject: Re: FW: FW: WWNC Tentative Agenda
To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>
Cc: Gibson Nyambura <gibson.nyambura@lacity.org>

Your very welcome. Good luck tonight.

On Wed, Jul 12, 2017 at 4:06 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Elise and Gibson,
>
> Thank you both so much for the advice today! That was very helpful…really appreciate it.
>
> Best regards,
>
> Lisa
>
> ---
>
> **From:** Chapman, Lisa
> **Sent:** Wednesday, July 12, 2017 3:12 PM
> **To:** 'Gibson Nyambura' <gibson.nyambura@lacity.org>
> **Subject:** RE: FW: WWNC Tentative Agenda
>
> Hi Gibson,
>
> I just called you and left a message…just call my cell [redacted]
>
> Thanks,
>
> Lisa
>
> **From:** Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
> **Sent:** Wednesday, Ju 7 2
> **To:** Chapman, Lisa <[redacted]@[redacted]ucla.edu>
> **Subject:** Re: FW: WWNC Tentative Agenda

Lisa,

Can you please contact me at [redacted]. I would like to urgently speak to you.

On Wed, Jul 12, 2017 at 10:46 AM Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Gibson and Carmen,
>
> Our monthly board meeting of the Westwood Neighborhood Council is tonight, and the attached motions are on here. I have been forewarned that a stakeholder is going to declare a Brown Act violation for this motion.
>
> I wanted to run it by you to see if you see any glaring issues with this. This is an ad hoc committee that we are going to discuss and vote on whether to create tonight at our meeting, as we have had student representative requests to form such a committee from UCLA undergrad and grad students.
>
> Could you please get back to me to see if I should amend something on this motion? I was told that we can't have a majority of half of our quorum to serve as far as board members, and we will also invite any stakeholders that would like to serve as well.
>
> Would be most appreciative if someone could weigh in on this today.
>
> Thanks,
>
> Lisa
>
> **From:** Stephen Resnick [mailto:[redacted]]
> **Sent:** Tuesday, July 0[redacted]0:0
> **To:** Chapm[redacted]ucla.edu>; Sandy Brown <[redacted]>; Connie Boukidis <[redacted]>
> **Subject:** WWNC Tentative Agenda
>
> Here is the agenda. Corrections? Changes? Additions?
>
> Steve

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> you to federal and state penalties. If you are not the intended recipient, please immediately notify us by return email, and delete this message from your computer.

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Elise A. Ruden
Elise.Ruden@lacity.org
General Counsel Division
Office of the City Attorney
200 N. Main Street
700 City Hall East
Los Angeles, CA 90012
PH: 213 978-8132

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:23:57 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:24:29 PM GMT-07:00

---------- Forwarded message ----------
From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Fri, Jul 14, 2017 at 11:35 AM
Subject: Re: Meeting last night
To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>

Yes. So once it's gets approved by the board. Appreciate it.

Best,

On Fri, Jul 14, 2017 at 11:33 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Gibson,
>
> Any by-law changes would have to board approved, so I will be putting them on our August agenda. I can send you an advance copy of by law change motions when they are completed, if you'd like.
>
> Thanks,
>
> Lisa
>
> **From:** Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
> **Sent:** Friday, July 14, 20
> **To:** Chapman, Lisa <[redacted]@[redacted]ucla.edu>
> **Subject:** Re: Meeting last night
>
> Lisa,
>
> Cycling back. I wanted to get the ball rolling on getting this bylaw amendment done as quickly as possible.
>
> Best,
>
> On Thu, Jul 13, 2017 at 2:40 PM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:
>
> > Lisa,

I was glad to be helpful last night. I was listening to the concerns Steve had and I was doing my due diligence in that. I am not taking anybody's side. I informed Steve that if there are any issues,we will refer to the minutes.

Best,

On Thu, Jul 13, 2017 at 12:40 PM Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Gibson,
>
> Thanks for coming last night, sorry you had such a an experience.
>
> I appreciated you being there, but was concerned that Steve Sann was able to speak with you privately.
>
> Just because Steve tells you something, it doesn't make it correct. My entire council, except for Sandy and Steve (as a stakeholder) heard me table the agenda item last month.
>
> Sandy and Steve are trying to save face as they chose to speak on the subject after it had been tabled.
>
> So, hopefully, you are able to separate out fact from fiction.
>
> Thanks much,
>
> Lisa
>
> Lisa Chapman, MSO II
>
> Practice Manager
>
> UCLA /Santa Monica Bay Physicians
>
> 20th Street Practice
>
> 2001 Santa Monica Blvd. Ste 370/380
>
> Santa Monica, CA 90404
>
> Cell: [redacted]7

[redacted]@[redacted]ucla.edu

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:23:26 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:23:57 PM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Wed, Aug 2, 2017 at 11:47 AM
Subject: RE: A couple of questions
To: Gibson Nyambura <gibson.nyambura@lacity.org>

Thanks much, Gibson!

From: Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
Sent: Wednesday, Au 201 5 AM
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Subject: Re: A couple of questions

Lisa,

The board can't discuss it at that meeting. It is recommended that you put it in the next agenda meeting. You have the discretion to put the time limit on the public comment. That is not a problem. Hope that answers your questions.

Best,

On Wed, Aug 2, 2017 at 8:53 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Gibson,
>
> I have some brief questions. If someone (a stakeholder for instance) brings up something in public comments, is the board able to discuss that at all, if it is not on the agenda and just came up in public comments, or must we wait and weigh in at a later meeting?
>
> Also, I am going to suggest a change and limit speakers to the 2 min mark…and keep things consistent. Has this ever caused an issue before?
>
> Thanks,

Lisa

Lisa Chapman, MSO II

Practice Manager

UCLA Health

2001 Santa Monica Blvd. Ste 370/380

Santa Monica, CA 90404

Cell: [redacted]7

[redacted]@[redacted]ucla.edu



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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:23:08 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:23:39 PM GMT-07:00

On Wed, Aug 9, 2017 at 10:48 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Thanks Gibson, will do.
>
> **From:** Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
> **Sent:** Wednesday, Au 201 5 AM
> **To:** Chapman, Lisa <[redacted]@[redacted]ucla.edu>
> **Subject:** Unable to attend
>
> Lisa,
>
> I wanted to let you know that I am unable to attend tonight's meeting. If there are any new issues, please let me know.
>
> Best,
>
> --
>
> **Gibson Nyambura**
>
> Neighborhood Council Advocate
>
> **Department of Neighborhood Empowerment**
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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:22:38 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:23:09 PM GMT-07:00

---------- Forwarded message ----------
From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Tue, Aug 29, 2017 at 1:00 PM
Subject: Re: FW: Bylaw amendment
To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>

I will get it to you this afternoon. I am very sorry about that.

On Tue, Aug 29, 2017 at 12:40 PM Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Gibson…I have not heard back…..any word…we would like to get this done ASAP…..
>
> **From:** Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
> **Sent:** Thursday, August 10, 2017 3:30 PM
>
> **To:** Chapman, Lisa <[redacted]@[redacted]ucla.edu>
> **Subject:** Re: Bylaw amendment
>
> Let me look for the word document and send it your way.
>
> On Thu, Aug 10, 2017 at 3:29 PM Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:
>
> > I believe we only have a pdf, not a word doc….
> >
> > **From:** Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
> > **Sent:** Thursday, Aug 17 M
> > **To:** Chapman, Lisa <[redacted]@[redacted]ucla.edu>
> > **Subject:** Re: Bylaw amendment
> >
> > Yes. Then you will make an edit on the by law word document for the new changed language.
> >
> > On Thu, Aug 10, 2017 at 3:26 PM Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:
> >
> > > We passed the motion last night. Is there a special form we must now fill out for BONC?

From: Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
Sent: Thursday, Aug 17 M
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Subject: Bylaw amendment

Lisa,

I wanted to follow up from yesterday's meeting and see if you have started the bylaw amendment. Willing to help through the process.

Best,

--

Gibson Nyambura | Neighborhood Council Advocate
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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:22:20 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:22:52 PM GMT-07:00

---------- Forwarded message ----------
From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Tue, Aug 29, 2017 at 1:03 PM
Subject: Here we go.
To: [redacted]@[redacted]ucla.edu

Sorry about the delay.

--

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Neighborhood Council Advocate

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E-mail: NCSupport@lacity.org *www.EmpowerLA.org*

Bylaw Amendment Application

The bylaws of a Neighborhood Council are established to provide a written framework and an organizational structure for the Neighborhood Council. Any approved Board changes to the bylaws must be submitted to the Department of Neighborhood Empowerment (Department) for final approval before becoming effective. Completed applications will be accepted from July 1, 2016 to May 1, 2017 via email at NCSupport@lacity.org and must include the following documents:

☐ Scanned electronic copy of the completed Bylaw Amendment Application and the Neighborhood Council Board Structure Change Request Form (if necessary) signed by the Neighborhood Council President/Chair and another person authorized by the Neighborhood Council to submit the documents.

☐ Electronic Copy (in a Word document) of the proposed Neighborhood Council's Bylaw Sections. Submit only the section(s) with the proposed changes and not the entire bylaws unless there are major changes throughout the bylaws. The document should clearly show the proposed amended language by striking-out the original language and underlining the proposed language, preferably through the Track Changes tool in Microsoft Word, e.g. Section 2. Agenda Setting - The agenda shall be set by ~~the President.~~ the Executive Committee.

INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE NEIGHBORHOOD COUNCIL.

Neighborhood Council Name:_____

- Do the proposed amendments to the bylaws comply with the Los Angeles City Charter - Article IX, applicable Ordinances, City Policies and the Plan for a Citywide System of Neighborhood Councils? ☐ Yes ☐ No

- Do the proposed amendments contain a change in the Board structure, e.g. decrease/increase in Board seats, changes in Board seat descriptions, etc.? ☐ No ☐ Yes - Please include the Neighborhood Council Board Structure Change Request Form

DECLARATION

We, the persons authorized by the above-named Neighborhood Council to submit bylaw amendments, under penalty of perjury, declare that a Brown Act noticed Neighborhood Council public meeting was held with a quorum of the Board present, and the proposed bylaws as submitted were approved as an official action of the Board per the Neighborhood Council's existing bylaw amendment provision or Board of Neighborhood Commissioners policy. If requested, we will provide the Neighborhood Council agenda and minutes or resolution supporting the proposed bylaw amendments.

Date of Board Action: _____ /_____ /_____ Board Vote: _____yes_____no_____ abstentions

President/Chair Signature:_____ 2nd Signatory Signature:_____

Print Name:_____ Print Name: _____

Email :_____ Email : _____

Phone:_____ Phone: _____

Please contact the Neighborhood Council Support Help Line with any questions or if you require electronic support in submitting this application: (213) 485-1360 or NCSupport@lacity.org (Form Updated 6/14)

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200 N. Spring Street, 20th FL, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1
E-mail: NCSupport@lacity.org *www.EmpowerLA.org*

Neighborhood Council Board Structure Change Request Form

Requests for changes in Board structure must be reviewed by the Board of Neighborhood Commissioners (Commission). If the Commission approves the request, the Applicant's bylaws will be deemed formally adjusted upon such action of the Commission. Should the Commission act to disapprove the request, the Applicant may, within five (5) meeting days of the City Council, during which the Council has convened in regular session, file an appeal with the City Council. The appeal will automatically be placed on the Council's next regular agenda for consideration. The City Council may, by ten (10) votes, sustain, reverse, or modify the Commission's decision.

After completing this form, please submit it by email along with a completed Bylaw Amendment Application to NCSupport@lacity.org. You may also fax or deliver the documents to our office. We will provide notification to the Neighborhood Council of the date the Commission will review the request. Please note that the information submitted on this form is public information.

Please contact the Neighborhood Council Support Help Line at (213) 485-1360 or by email at NCSupport@lacity.org if you have any questions.

PLEASE PRINT ALL INFORMATION

Neighborhood Council Name: _____

Primary Contact:

_____

NAME TITLE PHONE EMAIL

Current Number of Board Seats: _____ Quorum: _____

What type of Board Structure Change is being requested?

☐ Reduction in Board Seats to:_____(insert total number after proposed reduction)

☐ Change in Board Structure. Please describe:

☐ Other. Please describe:

What are the reasons for the change to the Board Structure?

Describe your Neighborhood Council's demographics. Please note sources of demographic information provided, e.g. 2000 census, Healthy City, etc., and attach any related documentation.

Explain what outreach has been conducted to fill existing seats. Please attach any supporting documentation, e.g. flyers, agendas, etc.

EMPOWERLA LEADERSHIP ACADEMY

---------- Forwarded message ----------
From: **Michael Skiles** [redacted]@ucla.edu>
Date: Sat, Sep 16, 2017 at 12:33 PM
Subject: Re: Subdivision rules
To: Roxane Stern <[redacted]>, "semee.park@lacity.org" <semee.park@lacity.org>
Cc: "Gibson.nyambura@lacity.org" <Gibson.nyambura@lacity.org>

But the rules also state, "the Department shall conduct an election within the boundaries stated in the subdivision petition within 90 days of the Department's approval of the subdivision petition."

So that would mean that the election would have to either be at UCLA, or at least in walking distance of UCLA. As it is, UCLA students already command a majority of the vote in Westwood. We've just been disenfranchised as they've held past elections far out of walking distance for students, during UCLA's finals week, while refusing to allow online voting. But if we can hold the election on campus on a reasonable day, we can easily turn out hundreds, if not thousands, of students and take back our community!

Best regards,
Michael Skiles
President, UCLA Graduate Students Association
Graduate Chair, UC Council of Presidents

On Saturday, September 16, 2017 12:27 PM, Roxane Stern [redacted]> wrote:

This is in the subdivision rules.
Does this mean that the majority of Westwood Neighborhood Council must approve? If so, that is a huge impediment to our success as a subdivision.

the Neighborhood Councils that are proposed for subdivision. A majority of the voters from the entire Neighborhood Council or Neighborhood Councils being subdivided must approve the subdivision in order to create the new Neighborhood Council.

[redacted] Strathmore Dr
Los Angeles CA 90024
[redacted]

--

Mike Fong
Director of Policy and Government Relations

Department of Neighborhood Empowerment / Empower LA
200 North Spring Street, Suite 2005
Los Angeles, CA 90012

Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:21:02 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:21:33 PM GMT-07:00

---------- Forwarded message ----------
From: **GSA President** [redacted]@[redacted].ucla.edu>
Date: Thu, Sep 21, 2017 at 3:38 PM
Subject: Re: Meet with Student Leaders
To: Gibson Nyambura <gibson.nyambura@lacity.org>

No worries, Gibson! Thanks for the update!

Best regards,
Michael Skiles
President, UCLA Graduate Students Association
Graduate Chair, UC Council of Student Body Presidents

On Thu, Sep 21, 2017 at 3:36 PM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:

> Michael,
>
> Am running late. Am parking and walking to your office.
>
> On Tue, Sep 19, 2017 at 4:03 PM GSA President [redacted]@[redacted].ucla.edu> wrote:
>
> > Thanks, Gibson!
> >
> > Here's a map pointing out Kerckhoff (which is right in the middle of UCLA's campus). Our office is on the third floor, Kerckhoff 316.
> > http://maps.ucla.edu/campus/?locid=268
> >
> > If you have any other questions, don't hesitate to let me know!
> >
> > Best regards,
> > Michael Skiles
> > President, UCLA Graduate Students Association
> > Graduate Chair, UC Council of Student Body Presidents
> >
> > On Tue, Sep 19, 2017 at 10:50 AM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:
> >
> > > I am not familiar around UCLA. But we can meet at your office. Just let give me directions to it.
> > >
> > > Best,
> > >
> > > On Tue, Sep 19, 2017 at 12:36 AM, GSA President <[redacted]@[redacted].ucla.edu> wrote:
> > >
> > > > Thanks, Gibson!
> > > >
> > > > Do you know your way around UCLA? If so, our office is at Kerckhoff 316 and is a great place to meet. If not, we could certainly make our way into the village if that's more

convenient for you!

Best regards,
Michael Skiles
President, UCLA Graduate Students Association
Graduate Chair, UC Council of Student Body Presidents

---------- Forwarded message ----------
From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Mon, Sep 18, 2017 at 10:01 AM
Subject: Re: Meet with Student Leaders
To: GSA President <[redacted]@[redacted].ucla.edu>

Michael,

I am able to come to Westwood. I can come to Thursday 3.30. Let me know a location or a coffee shop.

Best,

On Sat, Sep 16, 2017 at 2:02 AM, GSA President <[redacted]@[redacted].ucla.edu> wrote:

> Thanks, Gibson!
>
> Are you able to come into Westwood? If so, I could do either Wednesday or Thursday at 1pm or any time 3:30 (including evening). If not, could meet you on Friday or look for times the following week.
>
> Best regards,
> Michael Skiles
> President, UCLA Graduate Students Association
> Graduate Chair, UC Council of Student Body Presidents
>
> On Fri, Sep 15, 2017 at 10:57 AM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:
>
> > Michael,
> >
> > I am available to sit down and discuss the neighborhood process. What day are you available?
> >
> > Best,
> >
> > On Thu, Sep 14, 2017 at 11:26 AM, GSA President [redacted].ucla.edu> wrote:
> >
> > > Dear Gibson,
> > >
> > > It was great meeting you last night! Might you be able to meet soon with UCLA student leaders to discuss how we can empower students to participate meaningfully in the Neighborhood Council process?
> > >
> > > Best regards,
> > > Michael Skiles
> > > President, UCLA Graduate Students Association

Graduate Chair, UC Council of Student Body Presidents

--

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:19:46 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:20:17 PM GMT-07:00

---------- Forwarded message ----------
From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Tue, Oct 3, 2017 at 1:39 PM
Subject: Re: Requested By-Law change
To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>
Cc: "Stephen Resnick ([redacted])" <[redacted]>, "laura winikow (lwinikow@yahoo.com)" <lwinikow@yahoo.com>, "Constance Boukidis ([redacted])" <[redacted]>, "Sandy Brown ([redacted])" <[redacted]>

Lisa,

I was out sick. Let me follow up this in the course of the week.

On Tue, Oct 3, 2017 at 1:34 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Any news?
>
> **From:** Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
> **Sent:** Tuesday, Septe 20 PM
> **To:** Chapman, Lisa <[redacted] cla.e
> **Cc:** Stephen Resnick ([redacted]>; laura winikow [redacted]; stan <[redacted]>; Sandy Brown ([redacted]) <[redacted]>
>
> **Subject:** Re: Requested By-Law change
>
> Lisa,
>
> You are right about pulling teeth. Sorry about the mix up, your application has been accepted and will be reviewed. Let me follow up as soon as possible.
>
> Best,
>
> On Mon, Sep 11, 2017 at 9:02 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:
>
> > Hi Gibson,

AS EXPECTED, this response.

Please let us know our next steps. Remember what I said about pulling teeth?

Thanks,

Lisa

From: betty.wong@lacity.org [mailto:betty.wong@lacity.org] **On Behalf Of** NC Support
Sent: Monday, Septe 20 AM
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Cc: <gibson.nyambura@lacity.org>; Stephen Resnick ([redacted]) <[redacted]>; laura winikow (lwinikow@yahoo.com) <lwinikow@yahoo.com>; Constance B @sb ellen@sbcglobal.net>; Sandy Brown ([redacted]) <[redacted]>
Subject: Re: Requested By-Law change

Dear Neighborhood Council,

Thank you for your email. At this time, the Department is not accepting any Bylaw Amendments. Should you have any questions, please contact your PC via email; gibson.nyambura@lacity.org.

On Tue, Sep 5, 2017 at 2:17 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hello NC Support,
>
> Please find attached by-law change request, minutes supporting the vote and copy of by-laws. I only have this in a pdf form.
>
> Please advise as to status as this progresses.
>
> Please contact me for any questions.
>
> Thanks,

Lisa

Westwood Neighborhood Council

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--

Best Regards,
NC Support Team

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:19:27 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:19:59 PM GMT-07:00

---------- Forwarded message ----------
From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Tue, Oct 3, 2017 at 1:40 PM
Subject: Re: FW: question
To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>

Lisa,

It was voted by the council to move it to 2019. Once the mayor signs the ordinance. There will likely be an announcement from the department.

Best,

On Tue, Oct 3, 2017 at 1:34 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Just a reminder…..
>
> **From:** Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
> **Sent:** Tuesday, September 26, 2017 2:38 PM
>
> **To:** Chapman, Lisa <[redacted]@[redacted]ucla.edu>
> **Subject:** Re: question
>
> I do not have that answer to the Council just yet. Let me find out and get back to you. I am not sure on the cost of it. I will ask and try and to get you an answer.
>
> Best,
>
> On Tue, Sep 26, 2017 at 12:59 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:
>
> > Also…did the city council vote yet to have elections in 2019?
> >
> > **From:** Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
> > **Sent:** Tuesday, Septe[redacted]20[redacted]8 PM
> > **To:** Chapman, Lisa <[redacted]@[redacted]ucla.edu>
> > **Subject:** Re: question

Lisa,

From my understanding. yes, the city clerk will administer it and they will charge to do it.

On Tue, Sep 26, 2017 at 10:03 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Gibson,
>
> I have a question for you. If any NC decided to have their own election in 2018, can anyone administer it, or does it have to be the City Clerk's office. If the it is the latter, what would they charge for an 8 hour election?
>
> Thanks,
>
> Lisa
>
> Lisa Chapman, MSO II
>
> Practice Manager
>
> UCLA Health
>
> 2001 Santa Monica Blvd. Ste 370/380
>
> Santa Monica, CA 90404
>
> Cell: [redacted]7
>
> [redacted]@[redacted]ucla.edu
>
> UCLA Health
>
> ---
>
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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:19:09 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:19:40 PM GMT-07:00

---------- Forwarded message ----------
From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Wed, Oct 4, 2017 at 5:26 PM
Subject: Re: question
To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>

Lisa,

I don't have an answer to that question. Let me find out and I will get back to you.

On Wed, Oct 4, 2017 at 5:21 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Gibson,
>
> I have another question for you. I need to know by next week. How many Neighborhood Councils have a selection rather than an election?
>
> And I am not talking about those who may do this in 2018, I am talking for their regular elections.....
>
> Thanks,
>
> Lisa
>
> Lisa Chapman, MSO II
>
> Practice Manager
>
> UCLA Health
>
> 2001 Santa Monica Blvd. Ste 370/380
>
> Santa Monica, CA 90404
>
> Cell: [redacted]7
>
> [redacted]@[redacted]ucla.edu
>
> UCLA Health

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:18:57 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:19:29 PM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Tue, Oct 10, 2017 at 12:45 PM
Subject: RE: questions.....
To: Gibson Nyambura <gibson.nyambura@lacity.org>

Gibson....The two outstanding questions I have are these:

How many NC's have chosen to have a selection in 2018 vs election in 2019.... And also if we have an election in 2018, how much is the city clerk going to charge....ballpark cost.

From: Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
Sent: Tuesday, Octob 17 M
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Subject: Re: questions.....

Lisa,

I called you. Please call me back.

On Mon, Oct 9, 2017 at 10:15 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Gibson,
>
> I still haven't heard back from you on a few issues we asked…our meeting is Wednesday and I need some answers. Especially about the NC's that have selections.
>
> Can you please get back to me ASAP?
>
> Thanks,
>
> Lisa

Lisa Chapman, MSO II

Practice Manager

UCLA Health

2001 Santa Monica Blvd. Ste 370/380

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Cell: [redacted]7

[redacted]@[redacted]ucla.edu

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:18:40 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:19:14 PM GMT-07:00

---------- Forwarded message ----------
From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Mon, Oct 16, 2017 at 2:50 PM
Subject: Bylaw amendment
To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>

Lisa,

Attached is the word document in Westwood NC. Please edit your changes on the word document. In addition, I have attached South Robertson NC. Please note the language in article 7 : Committees and Their Duties.

Best,

--

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BYLAWS OF THE
WESTWOOD NEIGHBORHOOD COUNCIL

APPROVED BY DEPARTMENT OF
NEIGHBORHOOD EMPOWERMENT 9.01.2015

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ARTICLE I NAME

The name of this Neighborhood Council shall be the Westwood Neighborhood Council ("WWNC" or "Council").

ARTICLE II PURPOSE

Principles of Governance - The purpose of the Council is to participate as a body on issues concerning our neighborhood and regarding the governance of the City of Los Angeles ("City") in a transparent, inclusive, collaborative, accountable and viable manner.

A. The **MISSION** of the Council is:

1. To preserve and enhance the value of business and homeowner properties in Westwood and to preserve Westwood's status as a highly desirable and important residential, business, educational, cultural, and entertainment center.

2. To provide an inclusive and open forum for public discussion of issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;

3. To advise the City on issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;

4. To initiate, execute and support projects for the physical, social and cultural improvement of the Council area; and

5. To facilitate communication between the City and Community Stakeholders on issues of concern to the community and/or the Stakeholders.

B. The **POLICY** of the Council is:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council;

2. To remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and committee members, as hereinafter set forth;

3. To utilize the Early Notification System (ENS) to inform the Council and Community Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision-making process;

4. To encourage all Community Stakeholders to participate in activities of the Council;

5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, or political affiliation; and

6. To have fair, open, and transparent procedures for the conduct of all Council business.

ARTICLE III BOUNDARIES

The Council covers the geographic area described below.

Section 1: Boundary Description - The boundaries abut the boundaries of adjacent Neighborhood Councils and include those areas of the City within the following lines of demarcation:

A. **North** - the south side of Sunset Boulevard from the border of Beverly Hills on the east to the I-405 Freeway on the west.
B. **South** - the north side of Santa Monica Boulevard extending from the western boundary of the city of Beverly Hills at the southeast corner of the Los Angeles Country Club to the I-405 Freeway (inclusive of Cotner Avenue.)
C. **East** - the western boundary of the city of Beverly Hills from Sunset Boulevard (south side) to Santa Monica Boulevard (north side).
D. **West** - the eastern side of the I-405 Freeway between Santa Monica Boulevard (north side) and Sunset Boulevard (south side) excluding the Veteran's Administration property.

The boundaries of the Council are set forth in Attachment A - Map of Westwood Neighborhood Council.

Section 2: Internal Boundaries - Not applicable.

ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. "Stakeholders" shall be defined as those who live, work or own real property in the neighborhood and also those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations. Members of the Council shall be referred to as "Community Stakeholders."

ARTICLE V GOVERNING BOARD

The governing body of the WWNC shall be the Board of Directors ("Board") within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils ("Plan").

Section 1: Composition - The Board shall be composed of nineteen (19) Directors aged seventeen (17) years or older who are selected, elected or appointed for Seats or Groups with specific constituencies as enumerated:

A. **Owner Residential Group** - Directors who reside in single owner-occupied dwellings or own residential property within the WWNC boundaries. There will be four (4) Directors from this Group filling Seats 1-4.

B. **Rental Residential Group** - Directors who rent their residence within the WWNC boundaries. There will be four (4) Directors from this Group filling Seats 5-8.

C. **Business Group** - Directors who own, operate or work for businesses within the WWNC boundaries. There will be four (4) Directors from this Group filling Seats 9-12.

D. **Seat 13: Student** - Director must be currently enrolled full-time as an undergraduate or graduate student in a university or college

E. **Seat 14: Faculty or Staff** - Director must work full time as a faculty or staff member of a university or college.

F. **Seat 15: Educational Community** - Director must be a Stakeholder who may currently be a parent, teacher or administrator in the K-12 school community, public or private, within the WWNC boundaries.

G. **Seat 16: Non-Profit/Arts/Culture/Recreational Community** - Director must be a Stakeholder who may be a member of, or works with a non-profit, arts or cultural organization located within the WWNC boundaries

H. **Seat 17: Faith Based Community** - Director must be a Stakeholder who may be currently a leader such as clergy, laity, staff, or volunteer in a faith based institution located within the WWNC boundaries.

I. **Seat 18: At Large** - Director must be a Stakeholder who lives, works or owns real property in the neighborhood or those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

J. **Seat 19: At Large** - Director must be a Stakeholder who lives, works or owns real property in the neighborhood or those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

The WWNC's Board must, to the extent possible, reflect the diversity of the Neighborhood Council's Community Stakeholders. Accordingly, no single community stakeholder group shall comprise a majority of a certified Neighborhood Council's governing body, unless extenuating circumstances are warranted and approved by the Department of Neighborhood Empowerment ("Department").

Section 2: Quorum - The quorum shall be eleven (11) members of the Board. No floating quorums are allowed.

Section 3: Official Actions - A simple majority vote by the board members present and voting, not including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.

Any Director less than eighteen (18) years of age shall be disqualified from voting on the expenditure of Council funds, the entering of the Council into a contract, or the recommendation to any City agency to enter into or expend funds on a specific contract.

Section 4: Terms and Term Limits - Elected Directors will hold office for a term of two (2) years. Terms of office shall begin when and extend until each election is certified by the City. All Board terms, which end prior to a City administered election shall be extended until after the certification of election results or the resolution of all official election challenges for that particular election cycle, whichever date is later. There are no term limits.

Section 5: Duties and Powers - A Director represents the interest of the whole community not the constituency or interest that defined his/her Seat or Group.

Board members must maintain their Stakeholder status and continue to meet the criteria on which their seat eligibility is based. Upon change of status a Board member shall forfeit their seat but may remain seated for sixty (60) days until a replacement can be found and appointed to the seat. If no replacement is available, the Board member may remain for one hundred and twenty days (120) only.

Section 6: Vacancies - A vacancy in the Board shall be deemed to exist in case of a Director's death, resignation, removal for cause, or absence of a candidate for a particular Seat or Group. The Board shall request applications from interested Stakeholders who meet the Seat or Group eligibility requirements. These should be in writing and submitted within sixty (60) days after the vacancy occurs. The replacing Director must fulfill the requirements for the vacated Seat or Group as enumerated in Attachment B. The Board shall fill the seat by a majority vote.

Directors appointed to fill a vacant seat will hold office for the remainder of the term of the vacated seat or until the next City supervised election.

Section 7: Absences - Unexcused absences from three (3) meetings during the previous six (6) months shall be deemed a failure to consistently attend and subject the Director to removal from the Board.

Section 8: Censure - Intentionally left blank.

Section 9: Removal of Governing Board Members - A Director may be removed by the Board for the following causes:

A. Inability to perform the duties of a Board Director.
B. Serious, repeated, or uncorrected violation of WWNC Bylaws, WWNC Standing Rules and Regulations, WWNC Code of Civility, the Brown Act, or the Plan.
C. Non-Attendance by a Board Director.
D. Failure to take the mandatory ethics training in the required time.
E. Any two (2) Board members may make a motion to the Board for a Director's removal. It must be seconded by a third member and approved by two-thirds (2/3) of the Board.

Removal of a Director for cause shall require two-thirds (2/3) vote of the Board and should occur at the next scheduled Board meeting. The Board member subject to removal action shall be notified ten (10) days prior to the action. He/she shall not take part in the vote, but will be allowed to speak to the Board regarding the removal action at a publicly noticed meeting prior to the vote.

Prior to and during the removal process, the Board shall consult with the City Attorney.

Section 10: Resignation - A Director shall indicate his/her resignation by submitting written notice to the Secretary of the Board who will inform the Board. Such resignation will be effective when received unless the Director's notice specifies a later time for the effectiveness of such resignation, or until the Board has made efforts to determine whether the Director has vacated the seat and, being unable to so ascertain, thereby deems the seat vacant.

Section 11: Community Outreach - The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

ARTICLE VIOFFICERS

Section 1: Officers of the Board - The officers of the Board ("Officers") shall include the following positions which together comprise the Executive Committee: President, Vice President, Secretary, and Treasurer.

Section 2: Duties and Powers - The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board:

A. **The President shall:**
    1. Preside at all Board meetings and Executive Committee meetings.
    2. Serve as spokesperson and representative of the Board's majority position.
    3. Appoint, with Board approval, chairs to the standing committees, and representatives to organizations outside of the WWNC.

4. Act as chief liaison to all outside organizations and Neighborhood Councils.
5. Sign all correspondence coming from the WWNC.
6. Call special meetings when urgent matters arise.
7. With a majority of voting Board members, the President may appoint a parliamentarian with Board approval.
8. Act as liaison with the Department.
9. Co-sign all demand warrants or other financial documents that require two (2) signatures with the Treasurer.

B. **The Vice-President shall:**
1. Perform the duties of the President in the absence of the President.
2. Perform other duties as delegated by the President.
3. Assist the President in deciding what issues may deserve a special meeting.
4. Serve on the Executive Committee.
5. Act, with President's approval, as chief liaison with other Neighborhood Councils.
6. Maintain oversight of all committees to ensure their well working, and report to the Executive Committee about their committee activities for the purpose of setting the Board's agenda.

C. **The Secretary shall:**
1. Take and keep all minutes and public records of the Council, Board, and Executive Committee meetings and submit the approved minutes of the Board for public display no later than seven (7) days after the meeting at which they were approved.
2. See that all general notices are duly given in accordance with the provision of these Bylaws and as required by law.
3. Serve on the Executive Committee and keep the minutes of its meetings.
4. Receive and log all submissions and correspondence to the WWNC and refer them to appropriate Officer or Committee within seven (7) days of receiving them.
5. Should the WWNC cease to exist, all of its property and records shall be handed over to the City of Los Angeles as Council property and records are ultimately City of Los Angeles property.

D. **The Treasurer shall:**
1. Be accountable for all funds belonging to WWNC.
2. Chair the Budget Committee.
3. Receive and disburse all WWNC funds to assure total compliance with all Department and LA City requirements.
4. Comply with the financial controls and reporting specified by the Standing Rules and Regulations.
5. Prescribe a method for keeping a book of accounts which includes any or all provisions of Generally Accepted accounting procedures.
6. Submit semi-annual and annual financial reports to the Department.
7. Co-sign checks with the President of the Board.
8. Act as President in the absence of the President and Vice-President.
9. Serve on the Executive Committee.
10. Prepare the year-end financial report for each fiscal year to be delivered to the Board at least thirty-five (35) days prior to the close of the fiscal year.
11. Present a current financial report to the Board at every regular meeting.

12. Oversee the financial side of any out-sourced work.

Section 3: Selection of Officers - Officer positions shall be filled annually at the first official Board meeting following their election in Board election years and at the subsequent one (1) year anniversary mark of the Officers' election in Board non-election years.

Section 4: Officer Terms - The Officers shall serve one (1) year terms and serve at the pleasure of the Board. They may stand for reelection annually.

ARTICLE VIICOMMITTEES AND THEIR DUTIES

All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

Section 1: Standing Committees - The Standing Committees of the Council are: The Budget and Finance Committee, The Outreach and Communications Committee, and The Planning and Land Use Committee,

Section 2: Ad Hoc Committees - The Board may create Ad Hoc Committees as needed to deal with temporary issues.

Section 3: Committee Creation and Authorization

A. **Committee Authority** - All committee recommendations shall be brought back to the full Board for discussion and action.

B. **Committee Structure** - With the exception of the Executive Committee, Committee members shall be appointed by the President and ratified by the Board. Standing Committees shall be comprised of at least two (2) Board members and may include any interested Stakeholders. Ad Hoc Committees shall be comprised of four (4) or fewer Board members.

C. **Committee Appointment** - All Committee Chairs shall be appointed by the President and confirmed by the Board. Only those Committee members who are Board members are eligible to serve as Chairman of a Committee. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.

D. **Committee Meetings** - Standing Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes shall be taken at every Standing Committee meeting.

E. **Changes to Committees** - The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes.

F. **Removal of Committee Members** - Committee members may be removed in the same manner in which they were appointed.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (California Government Code Section 54950.5 et seq.), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place - All meetings shall be held within the Council boundaries at a location, date and time set by the Board. A calendar of regular meetings may be established by the Board at its first regular meeting of each calendar year.

A. **Regular Meetings** - Regular Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.

B. **Special Meetings** - The President or a majority of the Board shall be allowed to call a special Council meeting as needed.

Section 2: Agenda Setting - The President shall set the agenda for each Council meeting utilizing input suggested by any Board member, or by a non-Board member Stakeholder, who shall submit his suggestion in writing to the Secretary at least one (1) week prior to the scheduled Board meeting

Any Stakeholder may make a proposal for action by the Council during the public comment period of a regular Council meeting. The Board shall decide by vote whether the proposal is to be placed on the agenda for the next meeting, and may, by vote, refer the proposal to an appropriate committee of the Board.

Section 3: Notifications/Postings - Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act and in compliance with City of Los Angeles Neighborhood Council posting policy. An updated listing of the Neighborhood Council's physical posting location/s shall be kept on file with the Neighborhood Council.

Section 4: Reconsideration - The Board may reconsider or amend its actions at any time.

ARTICLE IX FINANCES

A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum funding allocation requirements.

B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means

those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.

C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.

D. Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.

E. At least once each quarter, the President and at least one Board member other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

F. The Council will not enter into any contracts or agreements except through the Department.

ARTICLE X ELECTIONS

Section 1: Administration of Election - The Council's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

Section 2: Governing Board Structure and Voting - The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

A. Each Stakeholder may cast eight (8) votes.

    1. A vote may be cast for only one (1) Director among the three (3) groups representing Seats 1-12

    2. One (1) vote may be cast for each of the seven (7) Seats 13-19.

B. All Stakeholders are eligible to vote for any seat.

Section 3: Minimum Voting Age - All Community Stakeholders aged seventeen (17) and above shall be entitled to vote in the Council elections.

Section 4: Method of Verifying Stakeholder Status - Voters will verify their Stakeholder status through written self-affirmation.

Section 5: Restrictions on Candidates Running for Multiple Seats - A candidate shall declare candidacy for no more than one (1) position on the Council Board during a single election cycle.

Section 6: Other Election Related Language - In the event that no Stakeholder is a candidate for a Seat, the Board can select a Director for the Seat by a majority vote of the

Board after the Board convenes. Candidates shall indicate in writing to the Board that they meet the requirements of the Board seat.

ARTICLE XI GRIEVANCE PROCESS

The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

A. Any grievance by a Stakeholder must be submitted in writing to the Board Secretary who shall cause the matter to be placed on the agenda for the next regular Council meeting for which posting of the item on the agenda per Brown Act requirements can be accomplished.

B. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of two (2) volunteer non- Board member stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel and two (2) Board member Stakeholders. The list of volunteers will be constituted by requesting volunteers at regular meetings of the WWNC Board. If there is an insufficient number of non-Board member volunteers to compose the panel of four (4), the balance of the panel shall be selected from WWNC Board members.

C. Within two (2) weeks of the panel's selection, the Board Vice President shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.

D. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded to the Vice President of the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting.

E. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at Council meetings.

F. Board members are not permitted to file a grievance against another Board member or against the Council, except as permitted under the City's grievance policy. The Neighborhood Council will follow the City's policy and/or rules regarding the handling of grievances.

ARTICLE XII PARLIAMENTARY AUTHORITY

The Council shall use the Rosenberg's Rules of Order when conducting Council meetings. If Rosenberg's Rules are silent on an issue, the Council shall refer to Robert's rules of order. Additional rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board.

ARTICLE XIII AMENDMENTS TO BYLAWS

Any Board member or Stakeholder may propose an amendment to these Bylaws formalized in writing. The Board shall forward all proposals to an Ad Hoc Bylaws Committee to review and to provide recommendations to the Board, and the proposal placed on the next meeting's agenda. An amendment to these bylaws requires a majority vote of the Board members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval. Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.

ARTICLE XIV COMPLIANCE

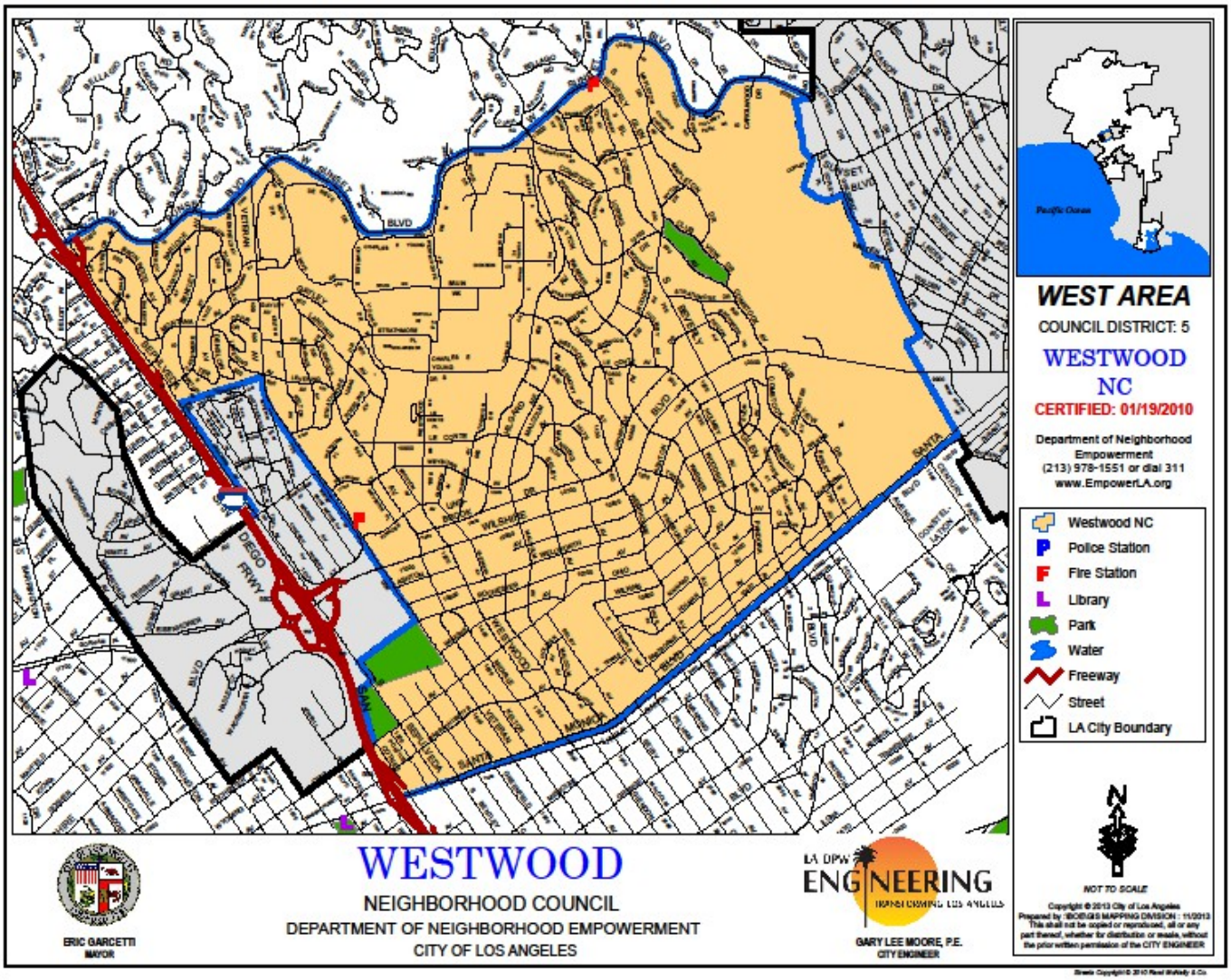
The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board as well as all local, county, state and federal laws, including, without limitation, the Plan, the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government Code Section 54950.5 et seq*.), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1: Code of Conduct - The Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

Section 2: Training - All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within forty-five (45) days of being seated, or they will lose their Council voting rights. All board members must take ethics and funding training prior to making motions and voting on funding related matters.

Section 3: Self-Assessment - Every year, the Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A – Map of Westwood Neighborhood Council



ATTACHMENT B – Governing Board Structure and Voting

Westwood Neighborhood Council – 19 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Seats 1-4: Owner Residential Group Directors Term: 2 Years for the 4 highest vote getters	4	Elected	Stakeholders who reside in single owner-occupied dwellings or own residential property within the WWNC boundaries and who are 17 years or older.	Stakeholder within the WWNC boundaries who is 17 years or older.
Seats 5-8: Rental Residential Group Directors Term: 2 Years for the 4 highest vote getters	4	Elected	Stakeholders who rent their residence within the WWNC boundaries and who are 17 years or older.	Stakeholder within the WWNC boundaries who is 17 years or older.
Seats 9-12: Business Group Directors Term: 2 Years for the 4 highest vote getters	4	Elected	Stakeholders who own, operate or work for businesses within the WWNC boundaries and who are 17 years or older.	Stakeholder within the WWNC boundaries who is 17 years or older.
Seat 13: Student Director Term: 2 Years	1	Elected	Stakeholder who is currently enrolled full-time as an undergraduate or graduate student in a university or college and who is 17 years or older.	Stakeholder within the WWNC boundaries who is 17 years or older.
Seat 14: Faculty or Staff Director Term: 2 Years	1	Elected	Stakeholder who works full time as a faculty or staff member of a university or college and who is 17 years or older.	Stakeholder within the WWNC boundaries who is 17 years or older.
Seat 15: Educational Community Director Term: 2 Years	1	Elected	Stakeholder who must currently be a parent, teacher or administrator in the K-12 school community, public or private, within the WWNC boundaries and who is 17 years or older.	Stakeholder within the WWNC boundaries who is 17 years or older.

Seat 16: Non-Profit/Arts/Culture/Recreational Community Director Term: 2 Years	1	Elected	Stakeholder who is a member of, or works with a non-profit, arts or cultural organization located within the WWNC boundaries and who is 17 years or older.	Stakeholder within the WWNC boundaries who is 17 years or older.
BOARD POSITION	**# OF SEATS**	**ELECTED OR APPOINTED?**	**ELIGIBILITY TO RUN FOR THE SEAT**	**ELIGIBILITY TO VOTE FOR THE SEAT**
Seat 17: Faith based Community Director Term: 2 Years	1	Elected	Stakeholder who is currently a leader such as clergy, laity, staff, or volunteer in a faith-based institution located within the WWNC boundaries.	Stakeholder within the WWNC boundaries who is 17 years or older.
Seat 18: At Large Director Term: 2 Years	1	Elected	Stakeholder within the WWNC boundaries and who is 17 years or older.	Stakeholder within the WWNC boundaries who is 17 years or older.
Seat 19: At Large Director Term: 2 Years	1	Elected	Stakeholder within the WWNC boundaries who is 17 years or older.	Stakeholder within the WWNC boundaries who is 17 years or older.

south robertson
neighborhoods council
City of Los Angeles Certified Neighborhood Council

South Robertson Neighborhoods Council Bylaws

Approved by the Department of Neighborhood Empowerment on 1 September 2015
A history of SORO NC bylaws updates is available at soronc.org/about/bylaws/updates

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Article I: Name

The name of this Neighborhood Council shall be the South Robertson Neighborhoods Council ("Council"), also known as SORO NC.

Article II: Purpose

Principles of Governance. The purpose of the Council is to participate as a body per City Charter on issues concerning our neighborhood and regarding the governance of the City of Los Angeles ("City") in a transparent, inclusive, collaborative, accountable and viable manner.

A. The **MISSION** of the Council is:

1. To provide an inclusive and open forum for public discussion of issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City-wide nature;

2. To advise the City on issues of interest to the Council, including City governance, the needs of the Council and its representative areas, the delivery of City services to the Council area, and other matters of a City-wide nature;

3. To initiate, execute and support projects for the physical, social and cultural improvement of the Council area; and

4. To facilitate communication between the City and Community Stakeholders on issues of concern to the community and/or the Stakeholders.

B. The **POLICY** of the Council is:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council;

2. To remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and committee members, as hereinafter set forth;

3. To utilize the Early Notification System (ENS) and other appropriate means to inform the Council and Community Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision-making process;

4. To encourage all Community Stakeholders to participate in activities of the Council;

5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, or political affiliation; and

6. To have fair, open, and transparent procedures for the conduct of all Council business.

Article III: Boundaries

The Council covers a geographic area described below.

Section 1: Boundary Description. The boundaries abut the boundaries of adjacent Neighborhood Councils and include those areas of the City within the following lines of demarcation:

A. **North** (starting at Roxbury Blvd. and heading east) Beverly Hills border (Whitworth Dr. when west of Robertson Blvd; Gregory Way when east of Robertson Blvd.)

B. **South** (starting at National Blvd. near Manning Ave. and heading east) 10 Freeway, eastbound Robertson Blvd. off ramp, Exposition Blvd., Robertson Blvd., Culver City border

C. **East** (starting at Gregory Way and heading south) Le Doux Ave., Olympic Blvd., La Cienega Blvd.

D. **West** (starting at the Beverly Hills border and heading south) Beverly Hills border near Beverly Green Dr., Pico Blvd., Motor Ave., the southern border of Hillcrest Country Club, Anchor Ave. connecting east of Girla Way to Club Dr., National Blvd.

The boundaries of the Council are set forth on the map of the South Robertson Neighborhoods Council boundaries, attached as Attachment A.

Section 2: Internal Boundaries. SORO NC is divided into ten (10) residential zones, as follows:

Zone 1
North: Beverly Hills border
South: (going east) Hillcrest Country Club border, Cashio St., Canfield Ave., Pickford St.
East: Robertson Blvd.
West: Beverly Hills Border

Zone 2
North: Pico Blvd.
South: Pickford St.
East: La Cienega Blvd.
West: Robertson Blvd.

Zone 3
North: Pickford St.
South: Sawyer St.
East: La Cienega Blvd.
West: Robertson Blvd.

Zone 4
North: Sawyer St.
South: Cadillac Ave.
East: La Cienega Blvd.
West: Robertson Blvd.

Zone 5
North: Cadillac Ave.
South: (going east) Cattaraugus Ave, 10 Freeway
East: La Cienega Blvd.
West: Robertson Blvd.

Zone 6
North: 10 Freeway
South: Eastbound Robertson Blvd. off ramp, Robertson Blvd., Culver City border
East: La Cienega Blvd.
West: 10 Freeway

Zone 7	North:	Cattaraugus Ave. extending west to Anchor Ave.
	South:	10 Freeway
	East:	10 Freeway
	West:	(going south) Line connecting Anchor Ave. to Club Dr. (excluding properties on Girla Way cul-de-sac), Club Dr., National Blvd.
Zone 8	North:	(going east) Sawyer St. at the Hillcrest Country Club border, Castle Heights Ave., Bolton Rd., Sawyer St.
	South:	Cattaraugus Ave., extending West to Anchor Ave.
	East:	Robertson Blvd.
	West:	Southeast boundary of Hillcrest Country Club, Anchor Ave.
Zone 9	North:	going east) Pico Blvd., Northern boundary of Hillcrest Country Club, Cashio St., Canfield Ave., Pickford St.
	South:	(going east) Southern/southeast boundary of Hillcrest Country Club, Sawyer St., Castle Heights Ave., Bolton Rd., Sawyer St.
	East:	Robertson Blvd.
	West:	Motor Ave.
Zone 10	North:	Beverly Hills Border/Gregory Way
	South:	Pico Blvd.
	East:	La Cienega Blvd.
	West:	Robertson Blvd.

Article IV: Stakeholder

Neighborhood Council membership is open to all Stakeholders. “Stakeholders” shall be defined as those who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council’s boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

Members of the Council shall be referred to as “Community Stakeholders.”

Article V: Governing Board

The Board of Directors (“the Board”) shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils (“Plan”).

Section 1: Composition. The Board shall consist of twenty-five (25) Stakeholders elected, selected or appointed by the Board and/or Community Stakeholders. If less than eighteen (18) years of age, a Board member shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations to enter into contracts. The composition of the Board shall be as follows (also refer to Attachment B):

A. **Resident Stakeholder Board Members (10)** – Open to Stakeholders eighteen (18) years of age or older who is a resident homeowner or tenant within one (1) of the ten (10) residential zones (one (1) seat per zone).

B. **Business Stakeholder Board Members (5)** – Open to Stakeholders eighteen (18) years of age or older who owns, operates, or works in a business or owns business property or residential income property within the Council boundaries.

C. **Organization Stakeholder Board Members (3)** – Open to Stakeholders eighteen (18) years of age or older who officially represent organized groups of Stakeholders, including (but not limited to) non-profit, faith-based, or service organizations within the Council boundaries.

D. **School Stakeholder Board Members (2)**

1. School Seat 1 is elected by Stakeholder vote and open to Stakeholders eighteen (18) years of age or older who work at a school or represent an official school booster organization with the Council boundaries.

2. School Seat 2 is appointed by the Board and is open to Stakeholders currently enrolled in a school with the NC boundaries between the ages of fifteen (15) and eighteen (18) at the time of the appointment. The seat shall have a term of one (1) year.

E. **At-Large Stakeholder Board Members (5)** – Open to Stakeholders at least eighteen (18) years of age.

In the interest of representing the full diversity of the South Robertson neighborhoods, no single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment ("Department").

Section 2: Quorum. The quorum shall be thirteen (13) members of the Board.

Section 3: Official Actions. A simple majority of the votes cast by the Board at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws. Regardless of abstentions, an official action can be taken by no fewer than seven (7) votes. Proxy voting is not allowed.

A. Abstentions and recusals are failures to vote and are not counted in the vote total. Therefore, a vote of seven (7) ayes and six (6) nays with twelve (12) abstentions passes—a majority of the thirteen (13) votes actually cast.

B. In the event of a recusal, the Board member must declare the nature of their recusal and leave the room during discussion and vote on the item, even if this would result in loss of quorum.

Section 4: Terms and Term Limits. Board members shall serve a four (4) year staggered term commencing after being seated. There are no term limits.

Election Group A. The following seats shall run in 2016 for a term of office with a duration of four (4) years or until a successor is elected or appointed. Subsequent terms of office shall be four (4) years.

Resident Zone 1	Business 2
Resident Zone 3	Business 4
Resident Zone 5	Organization 2
Resident Zone 7	At Large 1
Resident Zone 9	At Large 3
School 1	At Large 5

Election Group B. The following seats shall run in 2018 for a term of office with a duration of four (4) years or until a successor is elected or appointed. Subsequent terms of office shall be four (4) years.

Resident Zone 2	Business 1
Resident Zone 4	Business 3
Resident Zone 6	Business 5
Resident Zone 8	Organization 1
Resident Zone 10	Organization 3
	At Large 2
	At Large 4

Section 5: Duties and Powers.

A. The primary duties of the Board shall be to govern the Council and to carry out its objectives.

B. Each Board member is required to be an active, participating member of at least one (1) official Board committee.

C. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, appoint official representatives to other public bodies with the authority to present a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

Section 6: Vacancies. Vacancies on the Board shall be filled using the following procedure:

A. Stakeholders will be publicly notified that the Board has a vacancy to be filled in a specific category. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Board at least ten (10) days in advance of a scheduled Board meeting.

B. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.

C. Seats are filled by simple majority vote by the Board members present. In the event that more than two (2) candidates stand for a seat, chair or office:

1. If no candidate wins a majority of votes cast in the first round, only the two (2) candidates with the most votes proceed to a second round of voting.

2. Assuming that any potential ethical conflicts are resolved, all Board members are free to vote for either of the two (2) candidates in the second round, even if they have abstained or recused themselves in the first round, or if it means voting for a different candidate.

3. A coin toss will be used to resolve a tie in either round.

D. The candidate who wins shall fill the remaining term of the Board seat unless an election or selection occurs sooner.

E. In no event shall a vacant elected seat be filled by Board appointment within a sixty (60) day period before nor within a sixty (60) day period after a general election or selection.

Section 7: Absences.

A. Any Board member who misses five (5) total Governing Board Meetings during any twelve (12) month period, or attends fewer than seven (7) Committee meetings during any twelve (12) month period will be subject to removal from the Board. Any meeting of the Neighborhood Council Governing Board, Standing Committees or Ad Hoc Committees, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board member attendance.

B. Each Council Board member absence shall be recorded in the Council's meeting minutes or other manner of Council record keeping. In addition to meeting minutes, the Board will approve separate attendance records each quarter.

Section 8: Censure. The Council can take action to publically reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Council Board meeting. Censures shall be placed on the agenda for discussion and action.

Section 9: Removal of Governing Board Members. The Council shall consult with the Office of the City Attorney throughout any Board removal process. Board members may be removed in the following ways:

A. **Petition by Stakeholders.** A Board member may be removed from office by the submission of a written petition to the Secretary, which includes: i) the identity of the Board member to be removed, ii) a description, in detail, of the reason for removal, and iii) the valid signatures of fifty (50) Stakeholders.

1. Upon receipt of a written petition for removal, the Secretary shall cause the matter to be placed on the agenda in compliance with the Brown Act for a vote of the Board at the next regular Council meeting.

2. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board members.

3. The Board member who is the subject of the removal action shall have the right to deliver to Board members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

B. **Removal due to absences.**

1. A Board member may officially be deemed in violation of the Absence provision (Article V, Section 7, above) after Board approval of the quarterly attendance record.

2. Upon identification of a violation of the Absence provision, the Secretary shall notify the Board member and cause the matter to be placed on the agenda in compliance with the Brown Act for a vote of removal by the Board at the next regular Council meeting.

3. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board members.

4. Board members removed for attendance may apply for appointment to any open seat for which they qualify.

C. **Petition by Board.** A Board member may be removed from the Board for good cause (including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws, Operating Procedures or Code of Conduct) following a Board member's submission to the Board of a petition which includes: i) the identity of the Board member to be removed, ii) states the reason for removal by

identifying the violation of the internal rules or procedures and specifies the conduct of the person, and iii) contains the signatures of at least three (3) Board members.

1. The petition shall be delivered simultaneously to all Board members and the matter placed on the agenda and scheduled for a vote at the next regular Board Meeting.

2. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board members.

3. The Board member who is the subject of the removal action shall have the right to deliver to Board members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

4. The Board member being removed must first have been censured by the Board once for the same action before a Petition by the Board for removal shall be considered by the Council.

If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council's vacancy clause.

Section 10: Resignation. A Board member may resign from the Council by submitting a signed letter of resignation to the Board, and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is also required to submit his or her resignation to the Board.

Section 11: Community Outreach. The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

A community meeting or town hall in which government leaders and representatives speak to stakeholders shall be held at a minimum of once per year with at least a fourteen (14) day notice.

Article VI: Officers

Section 1: Officers of the Board. The officers of the Board ("Officers") shall include the following positions which all together comprise the Executive Committee: President, Vice President, Secretary, Corresponding Secretary, and Treasurer.

Section 2: Duties and Powers. The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board:

A. **President**

1. Acts as the chief executive of the Council and presides at all Council meetings. Sets agenda for each NC Board meeting and ensures timely posting.

2. Chair of the Executive Committee, setting agenda and ensuring timely posting.

B. **Vice President**

1. Serves in place of the President if the President is unable to serve.

2. Assists the President as requested in carrying out the President's responsibilities.

3. Serves as chair of the Bylaws Committee and acts as Parliamentarian during Board meetings, assisting the President by providing an opinion on interpretations of the Bylaws and rules of order.

C. **Treasurer**

1. Serves in place of the President if the President and Vice-President are unable to serve.

2. Maintains the records of the Council's finances and books of accounts and perform other duties in accordance with the Council's Financial Management Plan and the Department's policies and procedures.

3. As chair of the Finance Committee, ensures an annual budget is prepared and approved by the SORO NC Board.

4. Ensures all debts incurred by the SORO NC Board, according to its bylaws and policies and procedures of the Department, are paid in a timely manner.

5. Ensure a written report of each month's financial transactions, including commitments and expenditures by budget allocation, and cash balance, is prepared in a timely manner, provided to all Board members in draft at least one (1) day (24 hours) in advance of the subsequent Board meeting, and finalized and posted within three (3) days (72 hours) after that subsequent Board meeting.

D. **Secretary**

1. Serves in place of the President if the President, Vice-President and Treasurer are unable to serve.

2. Responsible for accurate minutes of all Board meetings, ensuring that they are written up in a timely manner, provided to all Board members in draft at least one (1) day (24 hours) in advance of the subsequent Board meeting, and finalized and posted within three (3) days (72 hours) after that subsequent Board meeting. Collaborates with Committee Chairs to create a monthly report of Board member attendance at all Council meetings.

3. Responsible for coordinating the filling of Board vacancies and Board member removals.

4. Responsible for accepting grievance notifications, choosing and coordinating a grievance panel and the presentation of the grievance report to the Board.

5. Serves as chair of the Board Development Committee, responsible for Board recruitment efforts and training.

E. **Corresponding Secretary**

1. Responsible for sending official Neighborhood Council correspondence as authorized by the Board and for creating press releases publicizing Board decisions and activities.

2. Receives constituent inquiries to the Board and responds or routes them as necessary.

Section 3: Selection of Officers. Elections for all executive officer, committee chairs and other Board-appointed NC representative liaison positions shall be held no later than the second official General Board meeting following a public Board election or selection. Officers, chairs and liaisons are appointed by simple

majority vote by the Board members present. They serve at the pleasure of the Board and may be removed in the same manner in which they were appointed.

In the event of an officer, chair or liaison vacancy, the remaining portion of the term shall be filled by simple majority vote of the Board members present.

Section 4: Officer Terms. All executive officer, committee chair and other Board-appointed NC representative liaison positions shall hold office for a term of two (2) years, and if necessary, on a pro tempore basis until their successors are appointed. There are no term limits. Executive officer terms begin after the meeting at which they are appointed.

Article VII: Committees And Their Duties

All Standing and Ad Hoc Committees shall be established by the Board and included in the Board's standing rules. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board. All Committees must be run in compliance with the Council rules referenced in Article XIV.

Section 1: Standing Committees. Standing Committees address topics of continuing interest of the Board. They define goals, issues, and concerns for the Board, investigate possible activities to help further those goals, select appropriate actions and propose those actions to the Board for approval and funding, and implement any official action the Board approves.

Section 2: Ad Hoc Committees. The Board may create Ad Hoc Committees as needed to deal with temporary issues. Ad Hoc Committees are advisory only, and must have a defined purpose and time frame to accomplish that purpose.

Section 3: Committee Creation and Authorization

A. **Committee Authority.** All committee recommendations shall be brought back to the full Board for discussion and action. Committees shall not represent an official Board position without prior Board approval.

B. **Committee Structure.** Only confirmed Committee members shall be eligible to vote within the Committee.

1. Standing Committees shall be comprised of at least two (2) Board members and may include any interested Stakeholders. The Executive Committee, however, shall be comprised solely of the five Executive members.

2. Ad Hoc Committees shall be comprised solely of six (6) or less Board members and may not include Stakeholders as voting members.

C. **Committee Appointment.**

1. Committee membership for Board members shall be confirmed by the Board. Board members must be a member of at least one (1) official Committee. With the exception of the Executive Committee, Stakeholders may also become voting members of a Standing Committee, subject to confirmation by the Committee itself.

2. With the exception of the Executive, Finance, and Bylaws Committees, all Committee Chairs shall be nominated by the Committee and confirmed by the Board. The Chairs shall provide regular reports on Committee matters to the Board and Committee meeting attendance to the Secretary.

D. **Committee Meetings.** Committee meetings shall be held as needed. Standing committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act and these Bylaws. Minutes shall be taken at every Standing committee meeting.

E. **Changes to Committees.** The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee by a simple majority of Board members present. Any such action by the Board shall be noted in the Council meeting minutes and reflected in the standing rules.

F. **Removal of Committee Chairs.** Committee Chairs serve at the pleasure of the Board and may be removed in the same manner in which they were appointed.

Article VIII: Meetings

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place. All meetings shall be held within the Council boundaries at a location, date and time set by the Board. A calendar of general Council meetings shall be established by the Board at its first regular meeting of each calendar year.

A. **Regular Meetings.** General Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.

B. **Special Meetings.** The President or a majority of the Board shall be allowed to call a Special Council meeting as needed.

C. **Meeting Schedule.** The Board will make a good-faith effort to avoid scheduling general Council meetings at times when a significant portion of its Stakeholders would not be able to participate. Should unavoidable known meeting conflicts arise, the Board will explain why the meeting was scheduled for that date and time within the meeting agenda.

Section 2: Agenda Setting. The President shall set the agenda for each general Council meeting.

Section 3: Notifications/Postings

A. Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting and will follow the Neighborhood Council Agenda Posting Policy. At a minimum, notice shall be posted at the Council's five (5) public notice locations specified on the Posting Location Form filed with the Department.

B. As a supplement to the physical postings required by the Brown Act, the Board will make a good faith effort to post meeting agendas, minutes, and other public communications on the SORO NC website in a timely manner. Notice of posting will also be sent to Stakeholders who opt-in to receive such information.

C. Regular and Special meeting agendas shall also be emailed to the Department.

Section 4: Reconsideration. The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

A. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.

B. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred. The Council may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.

C. A Motion for Reconsideration may be proposed only by a member of the Board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board member").

D. The Moving Board member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.

E. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board member shall submit a memorandum to the Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.

F. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.

This reconsideration process shall be conducted at all times in accordance with the Brown Act.

Article IX: Finances

A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City’s mandate for the use of standardized budget and minimum funding allocation requirements.

B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council’s finances, where the term “appropriate City officials” means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.

C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.

D. Each month, the Treasurer shall provide to the Board detailed reports of the Council’s accounts. This written report must be made available to Board members and Stakeholders a minimum of three (3) days (72 hours) in advance of the meeting.

E. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

Article X: Elections

Section 1: Administration of Election. The Neighborhood Council's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

Section 2: Governing Board Structure and Voting. The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age. All Community Stakeholders fifteen (15) and above shall be entitled to vote in the Neighborhood Council elections.

Section 4: Method of Verifying Stakeholder Status. Voters will verify their Stakeholder status through written self-affirmation

Section 5: Restrictions on Candidates Running for Multiple Seats. A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

Section 6: Other Election Related Language. The Neighborhood Council may adopt an alternate selection process rather than participate in a City-conducted election. The Board must approve the selection process by a two-thirds (2/3) vote of the Board members present.

A selection differs from an election in that individual votes must be made public, e.g., via signed ballots or a public show of hands. The selection process must preserve the goals and objectives of the Council; occur during the same time period as the planned election; include a method for resolving any challenges to the results; and be inclusive, transparent, and non-discriminatory.

Article XI: Grievance Process

The formal grievance process is not intended to apply to Stakeholders who simply disagree with an official action taken by the Board. Those grievances can be aired at Council meetings. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with its rules or these bylaws.

Any grievance by a Stakeholder must be submitted in writing to the Board Secretary. Within thirty days (30) of receiving the grievance:

A. The Secretary will refer the matter to an Ad Hoc Grievance Panel comprised of five (5) non-Board member Stakeholders who, at a Board meeting, are randomly selected by the Secretary from a list of Stakeholders who have expressed an interest in serving in this capacity.

B. The Secretary will coordinate a time and place for the panel to meet with the Board Parliamentarian and the Stakeholder(s) who submitted the grievance to discuss ways in which the dispute may be resolved. The Grievance Panel meeting will be open to the public and noticed like any other regular Council meeting.

1. Within thirty (30) days of the panel meeting with the Stakeholder(s) who submitted the grievance, the panel members will prepare a written report outlining the panel's collective recommendations for resolving the grievance, and will submit the report to the Secretary.

2. The Secretary will ensure that the report be listed on the agenda of the next regular Council meeting for discussion and, depending on the nature of the grievance, referral to appropriate Board Committee(s). The report must be distributed to the Board members seventy-two (72) hours prior to the scheduled meeting. All Board discussion prior to the meeting will be conducted in accordance with the Brown Act.

C. The Committees will report back to the Board with recommendations for Board consideration.

D. In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to the Department for consideration or dispute resolution in accordance with the Plan.

E. Board members are not permitted to file a grievance against another Board member or against the Council, except as permitted under the City's grievance policy. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

Article XII: Parliamentary Authority

A. The Council shall use Rosenberg's rules of order when conducting Council meetings. If Rosenberg's rules of order are silent on an issue, the Council shall refer to Robert's rules of order.

B. Additional rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board. Standing rules shall be made publicly available on the Council's website.

C. In the role of Parliamentarian, the Vice President serves as a consulting expert in rules of order and the proper procedures for the conduct of meetings.

Article XIII: Amendments

A. Any Board member or Stakeholder may propose an amendment to these Bylaws. The Board shall forward all proposals to a Bylaws Committee to review and to provide recommendations to the Board.

B. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular Council meeting.

C. An amendment to these bylaws requires a two-thirds (2/3) vote of the Board members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.

D. Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.

Article XIV: Compliance

The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board as well as all local, county, state and federal laws, including, without limitation, the Plan, the City Code of Conduct, the City Governmental Ethics

Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government Code Section 54950.5 et seq*.), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1: Code of Civility. The Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner.

A. Board members are required to abide by the Council's Code of Civility, as included in the standing rules.

B. Board members will also abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

C. Any individual who is disruptive at an official Council function may be removed pursuant to the Brown Act.

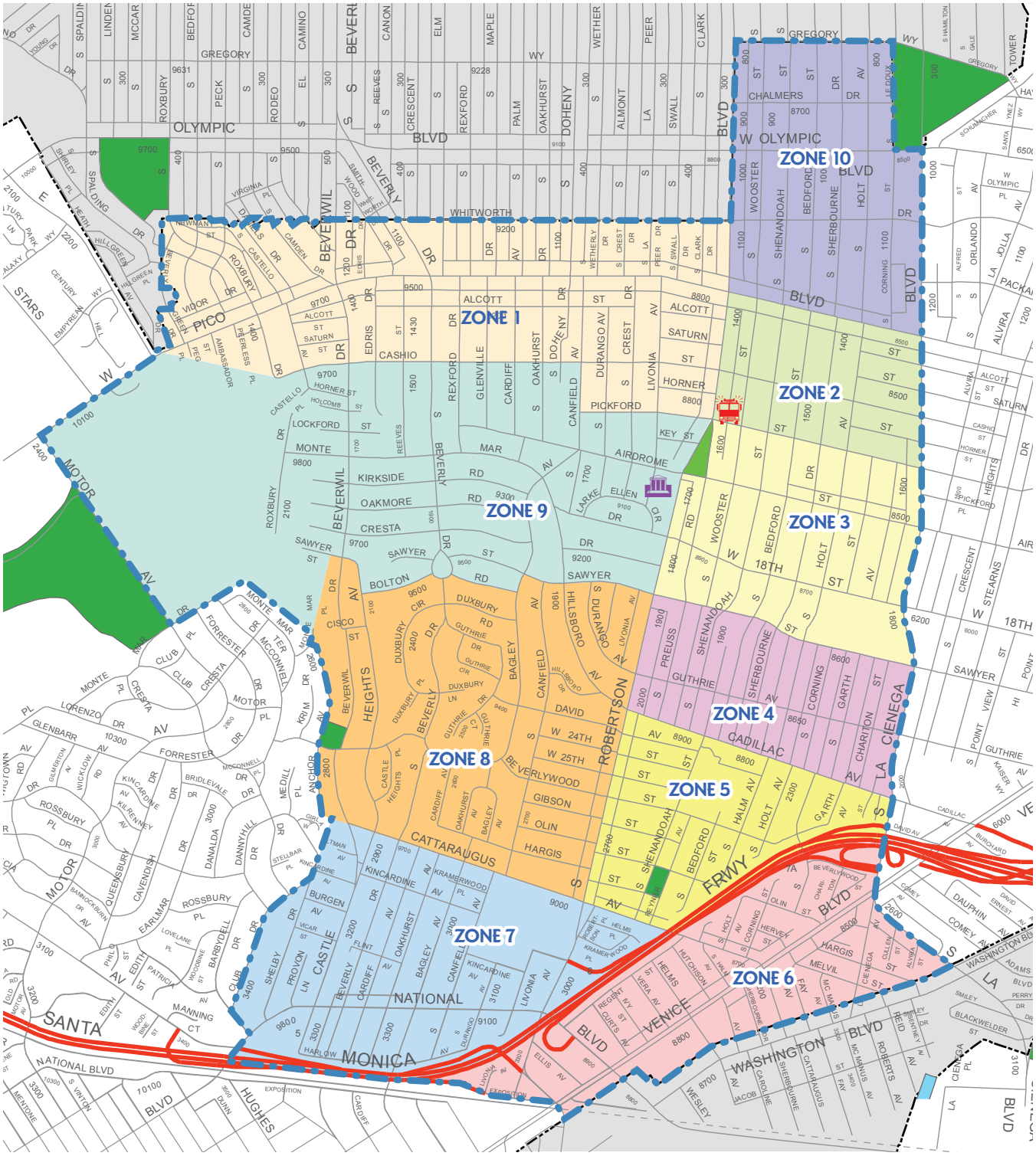
Section 2: Training.

A. All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within forty-five (45) days of being seated, or they will lose their Council voting rights.

B. All board members must take ethics and funding training prior to making motions and voting on funding-related matters.

Section 3: Self Assessment. Every year, the Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.

Attachment A: Map of South Robertson Neighborhood Council



Attachment B: Governing Board Structure and Voting

South Robertson Neighborhood Council – 25 Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Resident Zone 1 Representative Term: 4 Years	1	Elected	Stakeholder who is at least 18 years of age at the time of the election who lives within Zone 1 of the Council boundaries.	Any Stakeholder who is at least 15 years of age at the time of the election.
Resident Zone 2 Representative Term: 4 Years	1	Elected	Stakeholder who is at least 18 years of age at the time of the election who lives within Zone 2 of the Council boundaries.	Any Stakeholder who is at least 15 years of age at the time of the election.
Resident Zone 3 Representative Term: 4 Years	1	Elected	Stakeholder who is at least 18 years of age at the time of the election who lives within Zone 3 of the Council boundaries.	Any Stakeholder who is at least 15 years of age at the time of the election.
Resident Zone 4 Representative Term: 4 Years	1	Elected	Stakeholder who is at least 18 years of age at the time of the election who lives within Zone 4 of the Council boundaries.	Any Stakeholder who is at least 15 years of age at the time of the election.
Resident Zone 5 Representative Term: 4 Years	1	Elected	Stakeholder who is at least 18 years of age at the time of the election who lives within Zone 5 of the Council boundaries.	Any Stakeholder who is at least 15 years of age at the time of the election.
Resident Zone 6 Representative Term: 4 Years	1	Elected	Stakeholder who is at least 18 years of age at the time of the election who lives within Zone 6 of the Council boundaries.	Any Stakeholder who is at least 15 years of age at the time of the election.
Resident Zone 7 Representative Term: 4 Years	1	Elected	Stakeholder who is at least 18 years of age at the time of the election who lives within Zone 7 of the Council boundaries.	Any Stakeholder who is at least 15 years of age at the time of the election.
Resident Zone 8 Representative Term: 4 Years	1	Elected	Stakeholder who is at least 18 years of age at the time of the election who lives within Zone 8 of the Council boundaries.	Any Stakeholder who is at least 15 years of age at the time of the election.
Resident Zone 9 Representative Term: 4 Years	1	Elected	Stakeholder who is at least 18 years of age at the time of the election who lives within Zone 9 of the Council boundaries.	Any Stakeholder who is at least 15 years of age at the time of the election.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBLITY TO VOTE FOR THE SEAT
Resident Zone 10 Representative Term: 4 Years	1	Elected	Stakeholder who is at least 18 years of age at the time of the election who lives within Zone 10 of the Council boundaries.	Any Stakeholder who is at least 15 years of age at the time of the election.
Business Representatives Term: 4 Years	5	Elected	Stakeholders who own, operate, or work in a business or own business property or residential income property within the Council boundaries and who are at least 18 years of age at the time of the election.	Any Stakeholder who is at least 15 years of age at the time of the election.
Organization Representatives Term: 4 Years	3	Elected	Stakeholder who is at least 18 years of age at the time of the election who officially represents organized groups of Stakeholders within the Council boundaries.	Any Stakeholder who is at least 15 years of age at the time of the election.
At-Large Representatives Term: 4 Years	5	Elected	Any Stakeholder who is at least 18 years of age at the time of the election.	Any Stakeholder who is at least 15 years of age at the time of the election.
School 1 Representative Term: 4 Years	1	Elected	Stakeholder who works at a school or represents an official school booster organization in the council area and who is at least 18 years of age at the time of the election.	Any Stakeholder who is at least 15 years of age at the time of the election.
School 2 Representative Term: 1 Year	1	Appointed	Stakeholder who attends a school in the council area and who is between 15 to 18 years of age at the time of the election.	By Board appointment.

Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:18:24 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:18:55 PM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Mon, Oct 16, 2017 at 2:52 PM
Subject: Automatic reply: Bylaw amendment
To: Gibson Nyambura <gibson.nyambura@lacity.org>

Hello.

I will be on vacation beginning October 12th through October 22nd.

I will reply to emails upon my return on October 23rd.

Best regards,

Lisa

UCLA HEALTH SCIENCES IMPORTANT WARNING: This email (and any attachments) is only intended for the use of the person or entity to which it is addressed, and may contain information that is privileged and confidential. You, the recipient, are obligated to maintain it in a safe, secure and confidential manner. Unauthorized redisclosure or failure to maintain confidentiality may subject you to federal and state penalties. If you are not the intended recipient, please immediately notify us by return email, and delete this message from your computer.

--

Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



Empower Yourself. Empower Your Community. Empower LA.

Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:18:06 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:18:37 PM GMT-07:00

---------- Forwarded message ----------
From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Tue, Oct 17, 2017 at 4:55 PM
Subject: Following up
To: Roxane Stern <[redacted]>
Cc: [redacted]@ucla.edu

Folks,

Thank you for your patience. Just wanted to follow up from the previous meeting.

- Applications for Subdivision will be limited to the first five we receive. The department will continue to accept them until January, the date has not been confirmed.
- Yes, you gather signatures through online methods.

Please let me know if I have not answered any of your questions.

Best,
--

Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:17:19 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:17:50 PM GMT-07:00

---------- Forwarded message ----------
From: **Jasmine Elbarbary** <jasmine.elbarbary@lacity.org>
Date: Mon, Oct 30, 2017 at 10:11 AM
Subject: Re: interested in a committee
To: Sandy Brown <[redacted]>, Gibson Nyambura <gibson.nyambura@lacity.org>
Cc: Chapman Lisa <[redacted]@[redacted]ucla.edu>, Boukidis Connie <[redacted]>

Hi, Sandy,

Thanks for your email and it was great seeing you last week. I'm cc'ing Gibson, your WWNC rep, so he can assist.

Best,

Jasmine Elbarbary
Neighborhood Council Advocate

Department of Neighborhood Empowerment
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Los Angeles, CA 90012
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The ones who are crazy enough to think they can change the world are the ones that do.

On Sat, Oct 28, 2017 at 10:04 AM, Sandy Brown <[redacted]> wrote:

> Hi Jasmine,
>
> I am interested in serving on the Committee to Discuss Online Voting. To whom would I speak or hand in my name?
>
> Many thanks,
>
> Sandy Brown
> Westwood Neighborhood Council

--

Gibson Nyambura
Neighborhood Council Advocate

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:17:05 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:17:36 PM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Mon, Oct 30, 2017 at 11:17 AM
Subject: RE: Answers to my questions on elections.
To: Gibson Nyambura <gibson.nyambura@lacity.org>

I did….sounds like it will take some time, but I will bring up to the board…..

From: Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
Sent: Monday, Octob 17 M
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Subject: Re: Answers to my questions on elections.

Also,

Did you receive my email on the recommendations for changing your bylaws??

On Mon, Oct 30, 2017 at 11:09 AM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:

> Lisa,
>
> Will definitely follow up today or tomorrow. Is there a good time to give you a call?
>
> On Mon, Oct 30, 2017 at 8:40 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:
>
> > Hi Gibson,
> >
> > I still need answers to all my questions regarding elections….my agenda is due this week….I need this info. ASAP…
> >
> > Can you let me know?

Thanks,

Lisa

Lisa Chapman, MSO II

Practice Manager

UCLA Health

2001 Santa Monica Blvd. Ste 370/380

Santa Monica, CA 90404

Cell: [redacted]7

[redacted]@[redacted]ucla.edu



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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:16:50 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:17:21 PM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Wed, Nov 1, 2017 at 4:22 PM
Subject: RE: Information
To: Gibson Nyambura <gibson.nyambura@lacity.org>

Yep…..

From: Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
Sent: Wednesday, N[redacted]01,[redacted]20 PM
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Subject: Re: Information

Lisa,

Could I contact tomorrow morning?

On Tue, Oct 31, 2017 at 10:45 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Gibson,
>
> Thanks for sending. Looked this over but have a few questions. Can we talk briefly tomorrow?
>
> Thanks,
>
> Lisa
>
> Sent from my iPhone
>
> On Oct 31, 2017, at 12:43 PM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:
>
> > Lisa,
> >
> > Attached is the selection process stipulation sheet.

Best,

--

Gibson Nyambura

Neighborhood Council Advocate

Department of Neighborhood Empowerment

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Los Angeles, CA 90012

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<2018-Selection-Stip-Sheet.pdf>

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> message from your computer.

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:16:26 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:16:57 PM GMT-07:00

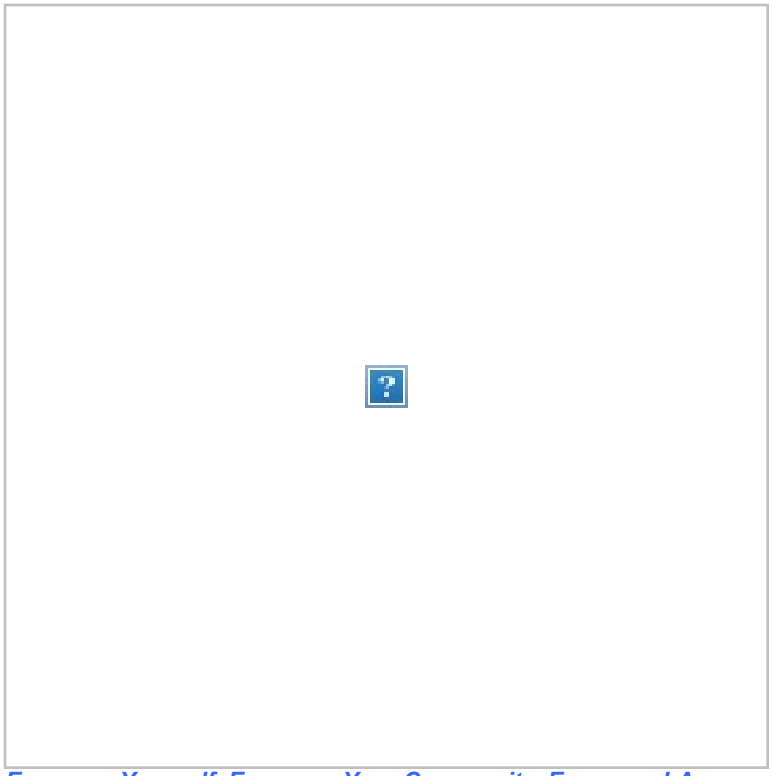
---------- Forwarded message ----------
From: **Stephen Box** <Stephen.Box@lacity.org>
Date: Wed, Nov 8, 2017 at 6:24 PM
Subject: Re: Daily Bruin: North Westwood
To: Gibson Nyambura <gibson.nyambura@lacity.org>

thank you Gibson!

Stephen

Stephen Box
Director of Outreach and Communication
Senior Project Coordinator

Department of Neighborhood Empowerment
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On Wed, Nov 8, 2017 at 2:27 PM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:

> Jacob,

Thank you for reaching out to me. For media inquiries, my colleague Stephen Box would be best of assistance. I have cc'd him on this email. You contact our office at 213-978-1551. Thank you for your patience.

Best,

On Tue, Nov 7, 2017 at 12:57 PM, Jacob Preal [redacted]@[redacted]ucla.edu> wrote:

> Hello Gibson Nyambura,
>
> My name is Jacob Preal. I am a reporter for the Daily Bruin, UCLA's student newspaper. I heard recently some students are trying to create their own Neighborhood Council that contains UCLA and the immediately-surrounding areas.
>
> I have been told by a few of the group's leaders that they reached out to you regarding this topic. I was hoping you may be available to chat with me about the feasibility of their plan and how it would actually work in practice.
>
> When speaking to the students, we spoke off the record with the condition that all reporting would become on the record once the plan is announced so we can have a detailed breaking news post. I would extend this same condition to you if you are available to talk with me.
>
> We are planning to run this story online tomorrow, after the announcement. So we would need to talk sometime before then. Please let me know if this would be possible.
>
> Best,
> Jacob Preal
>
> --
> Jacob Preal
> [redacted]
> City and Crime Editor
> Daily Bruin

--

Gibson Nyambura
Neighborhood Council Advocate

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:16:08 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:16:40 PM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Thu, Nov 9, 2017 at 10:43 AM
Subject: Student led subdivision of Westwood Neighborhood Council
To: Gibson Nyambura <gibson.nyambura@lacity.org>, Grayce Liu <grayce.liu@lacity.org>

Hi Gibson and Grayce,

I found out from a REPORTER no less, last night before our monthly meeting that UCLA students have been working with DONE to create a subdivision of the Westwood Neighborhood Council.

While this may be their right, I think it is incredibly disingenuous of you all to move forward with them in reshaping our boundaries without any consultation or opinion from us.

Gibson, you should have given us a heads up, I can't help but think this is an unkind at best omission on your part. I see by the articles that have been published today that this work has been going on for some time, and is quite far down the pipeline.

They are asking to annex the entire Westwood Village, which is our main business area, where we have 4 people that hold board seats, etc. I can tell you now, that if you all approve this, there will fights and possible lawsuits to stop it.

We are fine with them annexing the UCLA Campus and the North Village, but to have them ask for the Village, is absolutely absurd.

I find this so very sneaky, disingenuous, and frankly, underhanded on DONE's part. We have worked hard to be a upstanding, compliant, and incredibly active Neighborhood Council in good standing. The vitriole and frank untruths from the students are appalling and slanderous. We have tried our best to work with them and accommodate their needs, but it is a long process, one that they know very little about.

We deserve so much better than this.

Lisa

Lisa Chapman, MSO II

Practice Manager

UCLA Health

2001 Santa Monica Blvd. Ste 370/380

Santa Monica, CA 90404

Cell: [redacted]7

[redacted]@[redacted]ucla.edu



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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:15:51 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:16:23 PM GMT-07:00

---------- Forwarded message ----------
From: **NC Support** <ncsupport@lacity.org>
Date: Fri, Dec 8, 2017 at 11:49 AM
Subject: Re: Agenda for Homeless Task Force Committee
To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>
Cc: Gibson Nyambura <gibson.nyambura@lacity.org>

Hello Lisa,

My apologies! I did not catch this earlier. Your agenda is missing a required agenda item, "General Public Comments on Non-Agenda Items". Please correct and include in you agenda. Once corrected, resubmit to ncsupport@lacity.org for posting.

On Fri, Dec 8, 2017 at 11:15 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Please see corrections on phone number.
>
> Thanks,
>
> Lisa
>
> Westwood Neighborhood Council

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--
Best Regards,
NC Support Team

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CITY OF LOS ANGELES

ERIC GARCETTI
MAYOR

WESTWOOD NEIGHBORHOOD COUNCIL

www.wwnc.org

Homeless Task Force Committee Meeting
6:30 PM
December 11, 2017
Hammer Museum courtyard
10899 Wilshire Blvd.
Los Angeles, CA 90024

The public is requested to fill out a "**Speaker Card**" to address the Committee on any agenda item before the Committee takes action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Committee's jurisdiction will be heard during "Public Comments." No individual speaker will be allowed more than 2 minutes, subject to the discretion of the Chair. Agenda items are subject to board action. The agenda is posted for public review at Ralph's Market, 10861 Weyburn Ave., Westwood Village, and at www.wwnc.org.

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Public Access of Records - In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website by clicking on the following link: www.wwnc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact sresnick@wwnc.org.

1). Call to Order – Council Member roll call

2). Strategy session and discussion of gathered resources and contacts, to determine next steps and align a plan of action for committee goals and functions.

3). Discussion of Homeless Count on January 24, 2018.

4). Organize web content and sharing of resources on website

5). Adjourn

Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:15:36 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:16:08 PM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Fri, Dec 8, 2017 at 1:14 PM
Subject: RE: FW: Attached Image
To: NC Support <ncsupport@lacity.org>
Cc: Gibson Nyambura <gibson.nyambura@lacity.org>, Chantelle Eastman <ceastman@wwnc.org>

Thanks!

From: betty.wong@lacity.org [mailto:betty.wong@lacity.org] **On Behalf Of** NC Support
Sent: Friday, Decem 17 M
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Cc: Gibson Nyambura <gibson.nyambura@lacity.org>; Chantelle Eastman <ceastman@wwnc.org>
Subject: Re: FW: Attached Image

Thank you so much Lisa! Your **CORRECTED/REVISED** agenda has been posted to the ENS website.

Have a great weekend!

On Fri, Dec 8, 2017 at 12:04 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Third time is a charm!
>
> Thanks,
>
> Lisa

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Best Regards,
NC Support Team

Department of Neighborhood Empowerment

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From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:15:05 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:15:36 PM GMT-07:00

---------- Forwarded message ----------
From: **Andrew Thomas** <[redacted]
Date: Thu, Dec 14, 2017 at 12:19 PM
Subject: Re: Westwood Forward Town Halls
To: Michael Skiles [redacted]@[redacted].ucla.edu>, Gibson Nyambura <Gibson.Nyambura@lacity.org>
Cc: Jasmine Shamolian <jasmine.shamolian@lacity.org>, Chloe Pan [redacted]>

Michael's characterization of the town hall is correct, except I counted at least 70 people at the meeting. The meeting was widely publicized and those in attendance represented every stakeholder group.

I understand why some people are opposed to this effort, but this discussion needs to be fact-based. I'm glad there is video of the meeting.

Andrew

Andrew Thomas
Executive Director

Westwood Village Improvement Association
10880 Wilshire, Suite 117
Los Angeles, CA 90024
T: (310) 470-1812
F: (310) 474-2414
www.thewestwoodvillage.com

> On Dec 14, 2017, at 11:44 AM, GSA President [redacted]@[redacted].ucla.edu> wrote:
>
> Dear Gibson,
>
> On behalf of Westwood Forward, I'd like to apologize for not personally inviting you to the Westwood Forward town halls. Although we would have loved to have you there, it simply did not occur to us that DONE, as a neutral party, might be willing to help us facilitate such discussions. With that being said, we publicized the town halls as widely as we could online, at public meetings such as the BID, and through e-mailings that reached tens of thousands students, UCLA staff, homeowners, and the entire BID's e-mailing list. Our publicity efforts brought about 55 people to our townhall at Skylight Gardens and 45 to our townhall on campus--which I think is a pretty good turnout for such events; and this turnout was an extremely diverse cross-section of our community. Furthermore, our publicity was extensive enough that it reached the offices of city and state officials, such as Koretz's and Sebastian Ridley Thomas', both of whom were in attendance.
>
> Finally, contrary to our opponent's assertions that we silenced our opponents and monopolized the time with lies, I'd encourage you to watch our live-streams of these

town halls, which have been on our Facebook page:

https://www.facebook.com/westwoodforward/videos/285915131929184/
https://www.facebook.com/westwoodforward/videos/281439132376784/

From these you can see that we opened with a brief discussion of what our proposal is and then opened up for anyone in the community to offer 2 minutes of public comment. Because people could sign up for comment multiple times, people like Steve Sann got to speak a total of 6 times between these two meetings. You can also verify the sourcing for all of what we said on our official statement which is on our website: http://www.westwoodforward.com/resources/westwood-forward-announcement.pdf

Finally, if you have any remaining doubts that we facilitated a civil and honest discussion that made every efforts to include our entire community, I encourage you to ask Jasmine from Koretz's office, or Andrew from the BID, whom I have cc'ed.

Best regards,
Michael Skiles
President, UCLA Graduate Students Association
Graduate Chair, UC Council of Student Body Presidents

--

Gibson Nyambura
Neighborhood Council Advocate

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:14:33 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:15:05 PM GMT-07:00

---------- Forwarded message ----------
From: **Grayce Liu** <grayce.liu@lacity.org>
Date: Mon, Dec 18, 2017 at 3:35 PM
Subject: Re: FW: Daily Bruin submission to the OPINION column
To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>
Cc: "stephen.box@lacity.org" <stephen.box@lacity.org>, Semee Park <Semee.Park@lacity.org>, Gibson Nyambura <gibson.nyambura@lacity.org>

Hi, Lisa,

Hope all is well. Thanks for the information. I am not sure who at Westwood Forward stated that Stephen is assisting them. Stephen has not been involved in the process except to respond to media requests on how the subdivision process works.

If Westwood Neighborhood Council would like additional information about subdivision after reviewing the process on our website, please let Gibson know.

Please let me know if you have any other questions.

Best,

Grayce Liu
General Manager

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On Mon, Dec 18, 2017 at 3:02 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Grayce and Stephen,

Not sure if you saw this, this is my opinion piece in the Daily Bruin regarding Westwood Forward.

They have mentioned the help they have been given in regards to starting a new council, especially by Stephen.

I believe our council would like a more in-depth tutorial on how this process works. I am still astounded that a group gets to come in after **gerrymandering** an entire area. Especially a group of students who leave practically every two years.

Westwood Village is the business area for our council as well, so I am not sure why this would not be a shared resource if a new council is approved.

http://dailybruin.com/2017/12/07/submission-westwood-forward-is-a-misinformed-threat-to-experienced-leadership/

Thanks,

Lisa

Lisa Chapman, MSO II

Practice Manager

UCLA Health

2001 Santa Monica Blvd. Ste 370/380

Santa Monica, CA 90404

Cell: [redacted]7

[redacted]@[redacted]ucla.edu



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--

Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



Empower Yourself. Empower Your Community. Empower LA.



Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:13:49 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:14:21 PM GMT-07:00

---------- Forwarded message ----------
From: **Michael Skiles** <[redacted]@ucla.edu>
Date: Wed, Jan 10, 2018 at 2:55 PM
Subject: North Westwood Neighborhood Council Petition
To: "Mike.Fong@lacity.org" <Mike.Fong@lacity.org>
Cc: Gibson Nyambura <gibson.nyambura@lacity.org>, Jasmine Shamolian <jasmine.shamolian@lacity.org>

Dear Mr. Fong,

I write on behalf of the petition to form a new North Westwood Council to inquire as to where you are in the process of reviewing our application. We submitted the application on December 15th, and the website said we'd hear from you within 14 working days. Above all, we just want to make sure that if you find our application, in any way, incomplete, that we'll have time to remedy any such deficiencies by the January 15th deadline. Thank you for your help!

Best regards,
Michael Skiles
President, UCLA Graduate Students Association
Graduate Chair, UC Council of Student Body Presidents

--

Gibson Nyambura
Neighborhood Council Advocate

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Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:13:35 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:14:06 PM GMT-07:00

---------- Forwarded message ----------
From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Fri, Jan 12, 2018 at 11:09 AM
Subject: Re: Westwood Forward Town Hall Meeting
To: GSA President [redacted]@[redacted]ucla.edu>
Cc: Jasmine Shamolian <jasmine.shamolian@lacity.org>

Michael,

Thank you for bringing these concerns to my attention. As we are reviewing your application, I will inform my colleagues on these issues.

Best,

On Thu, Jan 11, 2018 at 10:29 AM, GSA President [redacted]@[redacted].ucla.edu> wrote:

> Dear Gibson,
>
> Last night, a lot of false accusations were thrown around at us and we, being in the audience, did not have an opportunity to respond. But please don't hesitate to reach me at [redacted] if you have any questions.
>
> As you can see from the forwarded message below, their complaints about insufficient outreach were disingenuous as you can see here their outrage at the BID's neutral advertising of our town hall.
>
> Also, while the application portal had a section to discuss the rationale for the boundaries, it did not for the bylaws. So if you have any questions about our thought process for any aspect of them, please don't hesitate to ask. In particular, I'd note the extremely equitable starting point that all groups have going into each election:
> Homeowners/Homeowners Association members with no other connections to community would be eligible for 7/15 seats.
>
> Business owners/BID members with no other connection to the community would be eligible for 7/15 seats.
>
> Students with no other connection to the community would be eligible for 5/15 seats, or 7/15 if they're involved in some student/community organization, etc.
>
> Renters with no other connection to the community would be eligible for 6/15 seats.
>
> Every group has plenty of opportunities for representation, and no group could hold the majority without overlapping with other groups.
>
> Best regards,
> Michael Skiles
> President, UCLA Graduate Students Association
> Graduate Chair, UC Council of Student Body Presidents

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:12:48 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:13:20 PM GMT-07:00

---------- Forwarded message ----------
From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Thu, Jan 18, 2018 at 11:31 AM
Subject: Re: Inventory
To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>
Cc: "laura winikow [redacted]

Lisa,

I am interested in getting a better picture of all the items owned by the neighborhood council. I know it's an extra step it is helpful to document even the banner. It's part of the NC and knowing that is helpful.

Best,

On Wed, Jan 17, 2018 at 4:09 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Gibson,
>
> Laura has a point here, here are the guidelines we were sent, and none of our items fall in this category:
>
> inventory is limited to:
>
> · Any item with an acquisition or assigned value of at least $1,000.00 and an estimated useful life of three (3) years.
>
> · Any computer hardware, including desktop or laptop computer(s), regardless of cost.
>
> · Any digital cameras, regardless of cost.
>
> · Any electric or electronic office and communications equipment, such as printers and copy machines, regardless of cost.
>
> We don't have ANY of these things
>
> So…could you please clarify what you need, because Laura and I have already told them our items are not what they have listed.

Thanks,

Lisa

Lisa Chapman, MSO II

Practice Manager

UCLA Health

2001 Santa Monica Blvd. Ste 370/380

Santa Monica, CA 90404

Cell: [redacted]7

[redacted]@[redacted]ucla.edu

UCLA Health

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:12:30 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:13:01 PM GMT-07:00

---------- Forwarded message ----------
From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Mon, Jan 22, 2018 at 10:33 AM
Subject: Re: BID Meeting to Discuss Westwood Forward
To: Michael Skiles [redacted]@ucla.edu>

Michael,

Thank you for letting me know.

Best,

On Fri, Jan 19, 2018 at 4:31 PM, Michael Skiles [redacted]@ucla.edu> wrote:

> Dear Gibson,
>
> I just wanted to let you know that the Westwood BID's Executive Committee will consider supporting us at their meeting this Monday, in case you want to be there to answer any questions, etc.
>
> Best regards,
> Michael Skiles
> President, UCLA Graduate Students Association
> Graduate Chair, UC Council of Student Body Presidents

--

Gibson Nyambura
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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:12:10 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:12:41 PM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Thu, Jan 25, 2018 at 11:34 AM
Subject: Automatic reply: Following up
To: Gibson Nyambura <gibson.nyambura@lacity.org>

Hello.

I will be out of the office on January 23rd, January 24th, and January 25th. I will return on January 26th and return messages at that time.

Best regards,

Lisa

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:11:51 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:12:22 PM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Tue, Jan 30, 2018 at 2:14 PM
Subject: FW: Following up
To: "[redacted]
Cc: Gibson Nyambura <gibson.nyambura@lacity.org>

David ....any movement on this?

From: Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
Sent: Thursday, Janu 018 AM
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Subject: Following up

Lisa,

I wanted to follow up on what date Westwood NC would like to conduct a townhall meeting?

Best,

--

Gibson Nyambura

Neighborhood Council Advocate

Department of Neighborhood Empowerment

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Los Angeles, CA 90012

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[redacted]

[redacted]

DAVID RYU
L.A. CITY COUNCILMEMBER

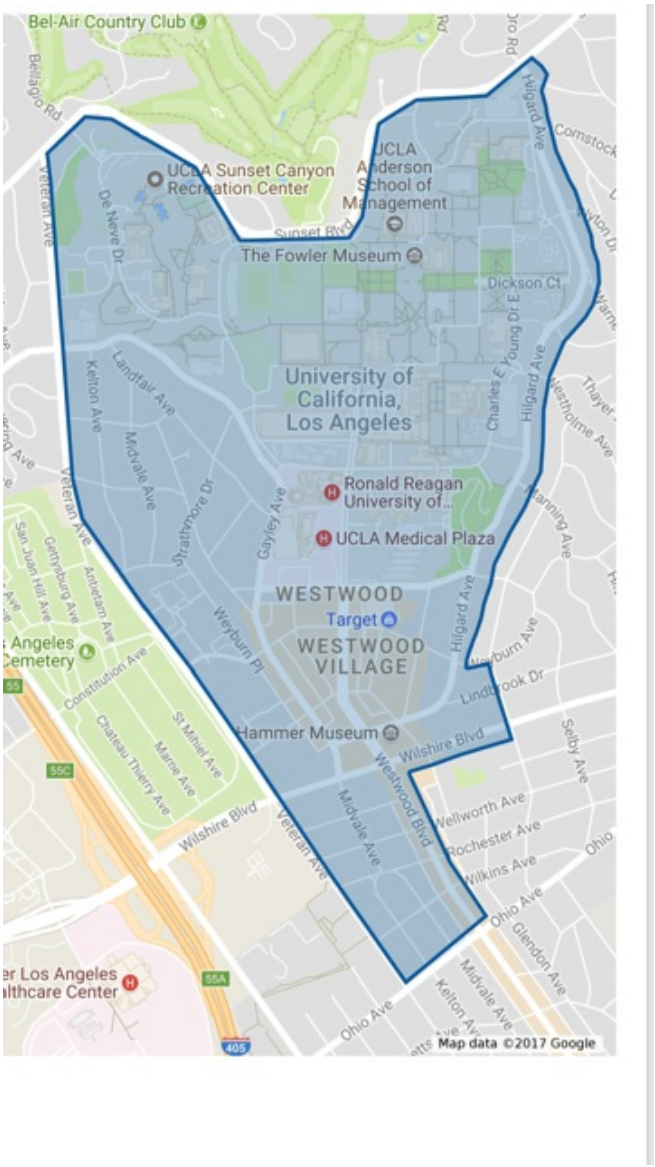
[redacted]

On Thu, Feb 1, 2018 at 1:09 AM, Michael Skiles <[redacted]@ucla.edu> wrote:

> Dear Gibson,
>
> While Westwood Forward had nothing to do with writing this article, I think it does a great job of expressing the sentiments of many in our community.
>
> Neighborhood Empowerment's proposed ordinance disempowers Westwood
>
> 
> **Neighborhood Empowerment's proposed ord...**
>
> According to DONE's existing procedures, since we submitted our application on December 15th, we should be moving to an election in March, but with these new changes we'd be lucky to see a vote before Summer. And even if DONE manages to hold an election in early June around Finals, where would that leave us in terms of holding an election to fill the seats of the new Neighborhood Council? Tens of thousands of stakeholders will be gone for the next 3 months!
>
> That's why it's critical that we move forward with a March election, so that we can have an election to fill the council seats by June so that we can include our entire community. I respectfully urge you to encourage your colleagues to process our petition in accordance with the existing ordinance--that's the ordinance we began our process under and that's the ordinance that's still the law to this day! If DONE wants to change its ordinance, that's fine; but future possible changes should not govern the way DONE operates today petitions already in progress.
>
> Best regards,
> Michael Skiles
> President, UCLA Graduate Students Association
> Graduate Chair, UC Council of Student Body Presidents
>
> On Monday, January 22, 2018 1:00 PM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:
>
> Michael,
>
> Please take a look at this. These are the items being discussed in the committee tomorrow.
>
> http://ens.lacity.org/clk/committeeagend/clkcommitteeagend3543118027_01232018.html
>
> On Mon, Jan 22, 2018 at 9:43 AM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:
>
> > Michael,

Thank you very much.

On Fri, Jan 19, 2018 at 3:14 PM, Michael Skiles [redacted] > wrote:

> And here's one with more detail
>
> 
>
>
> Sent from my iPhone
>
> On Jan 17, 2018, at 12:13 PM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:
>
> > Thank you very much.
> >
> > On Tue, Jan 16, 2018 at 3:53 PM, Michael Skiles <[redacted]@ucla.edu> wrote:
> >
> > > Dear Gibson,
> > >
> > > Here is the map attached. Please don't hesitate to contact me with any questions at 2102186577
> > >
> > > Best regards,
> > > Michael Skiles
> > > President, UCLA Graduate Students Association

Graduate Chair, UC Council of Student Body Presidents

On Tuesday, January 16, 2018 3:09 PM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:

Michael,

Can you email the map by itself ?

Best,

On Wed, Jan 10, 2018 at 7:39 PM, Michael Skiles <m.skiles7@sbcglobal.net> wrote:

> https://go.citygro.ws/ initiated_flows/2128/summary. pdf
>
> Sent from my iPhone

--

Gibson Nyambura
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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:11:20 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:11:53 PM GMT-07:00

---------- Forwarded message ----------
From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Fri, Feb 2, 2018 at 12:08 PM
Subject: Re: EmpowerLA - Monthly Profile - Westwood
To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>

Lisa,

I have updated the information. Sorry for that hiccup.

Best,

On Fri, Feb 2, 2018 at 12:03 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Sure. This was already sent to empower la….but here it is:
>
> cbaraghoush@wwnc.org and [redacted]
>
> **From:** Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
> **Sent:** Friday, Februar 8 1 M
> **To:** Chapman, Lisa <[redacted]@[redacted]ucla.edu>
> **Subject:** Re: EmpowerLA - Monthly Profile - Westwood
>
> Lisa,
>
> I will update the profile. Do you have Cyrus contact email and phone number by any chance?
>
> Best,
>
> On Thu, Feb 1, 2018 at 5:15 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:
>
> > Hi Empower LA,
> >
> > We do not have an empty renter seat, that was filled last year by Cyrus Baraghoush who has completed all of his trainings.

Could you please update ASAP?

Thanks,

Lisa

From: empowerla@lacity.org [mailto:empowerla@lacity.org]
Sent: Thursday, February 01, 2018 4:53 PM
To: wwnc@empowerla.org
Cc: ncsupport@lacity.org
Subject: EmpowerLA - Monthly Profile - Westwood

Dear Neighborhood Council Leaders,

We hope you are well. Attached is your Neighborhood Council Profile for February 2018.

Please note, in addition to all the Election Feedback sessions listed on the Outreach section of the profile, there will two additional sessions.

Please RSVP here.

2/3 - Central - 10:00am
LA DWP Headquarters Building
Cafeteria Level
111 N. Hope St.
Los Angeles, CA 90012

3/22 - CD 10 Field Office - 5pm-9pm.

1819 S. Western Avenue (Enter from Manhattan Place)

Los Angeles, CA 90006.

Please let us know if you have any questions.

Have a great evening!

--

Best Regards,
NC Support Team

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

Downtown Office: (213) 978-1551

Downtown Fax: (213) 978-1751



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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:10:33 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:11:05 PM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Mon, Feb 12, 2018 at 8:18 AM
Subject: RE: North Westwood NC Subdivision Application
To: Mike Fong <mike.fong@lacity.org>, Gibson Nyambura <gibson.nyambura@lacity.org>
Cc: "wwnc@empowerla.org" <wwnc@empowerla.org>

Mr. Fong,

Our monthly board meeting are held every second Wednesday of the month, as Empower LA / DONE knows quite well.

I was quite surprised to receive this letter from you sent at 6:04 PM on the Friday before, especially as our agendas are posted by 5 PM on the Friday before our meetings to avoid any delay or conflict in our posting requirements.

Since this letter gives us (Finally!) an opportunity to weigh in on the student led formation group aiming to subdivide our council, and engage in gerrymandering of the current boundaries, I would have thought that we would have been given more notice to find out how and in what format we could protest, and make our voices heard by DONE.

I can’t help but think this has purposely been delayed, as communication to us by your department has been sketchy at the very least, and most certainly not direct. I, for one, am incredibly disappointed in what I perceive to be deceptive and secretive timing and communication on the part of DONE.

Gibson, please remove the current agenda that is posted, and I will replace with this new agenda topic for our Thursday meeting this week. I expect this will be posted ASAP after I send it to you.

Thanks,

Lisa

President, WWNC

From: Mike Fong [mailto:mike.fong@lacity.org]
Sent: Friday, February 09, 2018 6:04 PM
To: Gibson Nyambura <gibson.nyambura@lacity.org>

Subject: North Westwood NC Subdivision Application

Dear Westwood Neighborhood Council Board Members:

Hope you are doing well.

The Department of Neighborhood Empowerment (Department) has received a subdivision application [http://empowerla.org/nwwnc/] to create the North Westwood Neighborhood Council, which would affect your Neighborhood Council.

Attached please find a copy of the letter we have sent to the Wilshire Center - Little Bangladesh Neighborhood Council Formation Committee about next steps, which includes a community meeting with the Board of Neighborhood Commissioners (Commission). Please review attached documents for additional information.

Thanks!

Best,

Mike

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:10:19 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:10:51 PM GMT-07:00

---------- Forwarded message ----------
From: **NC Support** <ncsupport@lacity.org>
Date: Mon, Feb 12, 2018 at 10:24 AM
Subject: Re: REVISED, REVISED Agenda to post
To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>
Cc: Gibson Nyambura <gibson.nyambura@lacity.org>

Dear Neighborhood Council,

Thank you for your email. Your request has been posted to the ENS website.

On Mon, Feb 12, 2018 at 8:56 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hello NC Support,
>
> Due to receiving an after hours request from DONE and Mike Fong, we must REVISE our agenda again for the Westwood Neighborhood Council.
>
> Please replace any other posting with THIS agenda.
>
> Thanks,
>
> Lisa
>
> WWNC

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--

Best Regards,
NC Support Team

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



--

Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
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CITY OF LOS ANGELES

ERIC GARCETTI
MAYOR

WESTWOOD NEIGHBORHOOD COUNCIL

www.wwnc.org

BOARD MEETING

Thursday, February 15, 2017 - 7:00 PM

Belmont Village- Westwood
10475 Wilshire Blvd
Los Angeles, CA 90024

The public is requested to fill out a "**Speaker Card**" to address the Committee on any agenda item before the Committee takes action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Committee's jurisdiction will be heard during "Public Comments." No individual speaker will be allowed more than 2 minutes, subject to the discretion of the Chair. Agenda items are subject to board action. The agenda is posted for public review at Ralph's Fresh Faire, 10861 Weyburn Avenue and at www.wwnc.org.

The American with Disabilities Act - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assisted listening devices and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment at 213.978-1551or email NCSupport@lacity.org.

Public Access of Records - In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website by clicking on the following link: www.wwnc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact lchapman@wwnc.org.

Agenda

1. **Call to Order** – Council Member roll call (Quorum = 11 members) (1 minute)

2. **Approval of Minutes** – January 10, 2018 meeting (2 minutes)

3. **Comments by Public Officials** (2 minutes per speaker)

4. **Department of Neighborhood Empowerment** – Gibson Nyambura (5 minutes)

5. **Westwood Village Business Improvement District –** Megan Furey/Niki Savara (5 minutes)

6. **General Public Comment on Non-Agenda Items** – (*2 minutes per speaker*)

7. **Presentation: LADWP Repair Project to Electrical Grid, and Q& A-**Walter Rodriguez, Electrical Services Manager (20 minutes)

8. **Presentation: Founder/Chairman Damián Mazzotta and Pablo Nieman of "The Shower of Hope"** to present on their efforts to bring weekly showers to our homeless population. http://theshowerofhope.org/gallery/ - Introduction by Chantelle Eastman (10 minutes)

9. **Discussion/ Motion: Motion # 1:** "Will the WWNC board take a position on the subdivision application by Westwood Forward to create the North Westwood Neighborhood Council"

   Motion #2 (if Motion #1 passes): "The WWNC will approve letter of support or opposition to the application by Westwood Forward to create the North Westwood Neighborhood Council"

10. **Standing Committee Status/Reports**

    A. Executive – Lisa Chapman

    B. Treasurer – Laura Winikow
       1. Approval of Monthly Expenditures

    C. Land Use & Planning – Connie Boukidis

    DISCUSSION/ACTION: Nomination of David Lorango to serve on the WWNC Land Use Committee.

    DISCUSSION/ACTION:

A. 1607 SOUTH MANNING
Case number: ZA-2017-5298-ZAA
Project Address: 1607 South Manning Avenue, Los Angeles, CA 90024
Contact Info: Manuel Femat, 818570-4492

Project Description: Requesting permission for reduction in rear yard for three feet in lieu of required 15 feet; new enclosure for patio 15'6" x 13'; legalizing existing patio cover and enclosure

DISCUSSION/ACTION:

A. 1151 WESTWOOD T MOBILE
Case Number: T MOBILE SV11689
Project Address: 1151 Westwood Boulevard, Los Angeles, CA 90024
Contact Info: Emmett Rees, 805-403-2640
Project Description: The proposed installation consists of 9 panel antennas, 1 microwave antenna and 6 RRUs installed behind new RFP Screening on the rooftop of the parking facility. Five (5) radio cabinets and utilities will be installed within a 20'0"x 12'0" lease area on the rooftop, also behind RFP screening.
Supporting Docs: http://www.wwnc.org/1151 Westwood T Mobile

D. Outreach and Communications – David Lorango

E. Homeless Taskforce – Lisa Chapman/Chantelle Eastman

F. Budget Advocates – nominations accepted

G. Public Safety –nominations accepted

H. Transportation and Parking – Angus Beverly

I. Bylaws – Sandy Brown

J. WRAC – Mitchell Keiter, Naomi Kisel

WRAC Motions for WSSM. WRAC Exec. Committee and WNC consideration

1). Motion: Opposition to Transit-rich Housing Bonus Bill [Wiener, SB 827] (WRAC LUPC)
i. Whereas the City Charter-mandated Neighborhood Council system of Los Angeles, and the
Community Councils of the City of Los Angeles, represent grass roots democracy,
ii. Whereas the newly introduced California State Senate Bill 827 [Scott Weiner] as written constitutes
a top down pen stroke planning measure which completely removes land use and planning
authority within one half mile of high quality transit from jurisdictions and charter cities,

iii. Whereas removal of said authority clearly abolishes local input into land use planning and therefore
Constitutes an attack upon local democracy, upon neighborhoods, and upon the Neighborhood
Councils and Community Councils in the City of Los Angeles,
iv. Whereas SB 827 as written trashes the density bonus and wage provisions of the JJJ TOC
ordinance which were recently enacted by the people of Los Angeles—in good faith—in order to
guarantee transit close housing opportunities would actually be available to working and lowincome
persons and families in the City of Los Angeles,
v. Whereas the lack of analysis of infrastructure and other costs associated with this pen stroke
planning creates grave uncertainty that a local agency would be able to "levy enough service
charges, fees or assessments sufficient to pay for the program or level of service mandated by this
act within the meaning of Section 17556 of the Government Code",
vi. Whereas, given the aforementioned lack of fiscal analysis, Section 6 of Article XIII B of the California
Constitution "No reimbursement" clause is cited inappropriately in this legislation,
vii. Therefore, the Westwood Neighborhood Council opposes SB 827 in its present form.

2) Resolution: to oppose SB828 [LUPC vote 8-0-0]

The Westside Regional Alliance of Councils opposes SB828, which would allow the state to require cities approve zoning capacity for 200% of state assigned RHNA goals, and trigger a by-right process for approvals overriding all local plans IF cities fail to meet all assigned RHNA goals. WRAC notes this bill is based on arbitrary numbers, and by-right approvals with no affordable housing requirements would be a disincentive for developers to use city density bonus ordinances that produce affordable housing—and an unintended consequence of the legislation

3) Resolution: to oppose SB813 [LUPC vote 8-0-0]

The Westside Regional Alliance of Councils opposes SB813, which would eliminate the FAR, floor area square footage, of Accessory Dwelling Units from a site's total floor area. No compelling reason, and no planning justification, has been presented that demonstrates how the physical conditioned, livable space of an ADU is different from the physical conditioned, livable space of the primary residence on the property.

4) Resolution: to oppose SB946 [LUPC vote 8-0-0]

The Westside Regional Alliance of Councils opposes SB946, in which the State of California would establish street vending regulations for local municipalities.The bill would require local regulations to permit vending in parks and public spaces and would not allow location restrictions unless "directly related to objective health, safety or welfare concerns. The City of Los Angeles is currently analyzing street vending options, and local control over such issues is preferred.

5).<u>Resolution</u>: support a Short-Term Rentals Ordinance IF the following specific conditions--based upon WRAC membership votes and the preceding WRAC letter on STRs--are included [LUPC vote 8-0-0]

Any City of Los Angeles Short-Term Rentals Ordinance shall include the following:

1. A cap on the number of nights that a room can be rented each year, and with no provision for a CUP or other process for individual hosts to receive permission to exceed the annual cap
2. Requirement of proof of primary residence and liability insurance for the specific use.
3. No self-certification.
4. Short-term rental tax revenues shall not go into the General Fund. The highest priority for use of revenues shall be enforcement of the ordinance, and after that, revenues shall go to the Affordable Housing Trust Fund.

WRAC notes that Many NCs prefer a full prohibition on short-term rentals in R zones, for reasons that include tranquil neighborhoods, impossibility of enforcement, and loss of hotel revenue and jobs. However, many Councilors support short-term rentals in R zones, and full opposition may not be feasible.

<u>6).Resolution: oppose the Planning Commission's recommendation and revisions to Expo Transit Neighborhood Plans</u> [LUPC vote: 8-0-0]

The Westside Regional Alliance of Councils opposes the Planning Commission's recommendation and revisions to increase density around the Westside NC and West L.A. Sawtelle NC district areas in the Exposition Station Neighborhood Transit Plan for the following reasons (Westwood, Sepulveda and Bundy Stations):

1. Insufficient consideration of the years long public processes, including numerous outreach meetings and public hearings, undergirding the plan
2. Insufficient analysis of population growth and zoning capacity
3. Insufficient analysis of infrastructure expansion capacity needs and costs
4. Failure to analyze the plan options within the context of the existing community and neighboring properties and land uses

7). Discussion / Motion to Add Community Impact Statement to support the Coalition to Ban Billboard Blight : (Mitch Keiter and Naomi Kisel will bring dates and vote counts to amend the sample CIS)

Sample Community Impact Statement:

The Westwood Neighborhood Council, in its regular meeting of (date), passed the following Community Impact Statement by a vote of: (specify) We request that this statement be added to the Council File 11-1705.

This Neighborhood Council opposes the draft ordinance introduced at the PLUM Committee on 12/12/17, Council File 11-1705. It supports the sign ordinance Version B+ as approve by the City Planning Commission on 10/22/15. Specifically, we urge the PLUM committee of the City Council to adopt a version of the ordinance which accomplishes the following goals that are important to the residents and stakeholders of this neighborhood:

1- Disapproves any amnesty for existing billboards that lack permits or have been altered in violation of their permits.

2- Disapproves the "grandfathering" of any sign districts that weren't approved or applied for in April 2009 when the CPC approved the initial version of the new sign ordinance.

3- Restricts any new off-site signs, including digital billboards, to sign districts in 22 areas already zoned as Regional Commercial for high-intensity commercial use.

3- Requires existing billboards to be taken down before any new off-site signs can go up in sign districts. The takedown ratio of existing signs to new signs should be 5 to 1 for conventional and 10 to 1 for digital.

4- Adds funding to the Department of Building and Safety to hire at least 3 more inspectors to enforce sign ordinances, especially regarding unpermitted or illegally altered billboards.

5- Prohibits off-site signage in city parks and recreation facilities.

K. Zoning and Violations – Roozbeh Farahanipour

11. LAHSA Homeless Count on January 24th : Wrap up and Thank You's
Lisa Chapman (3 minutes)

12. Nominations / Vote for new Secretary of WWNC- open vote (10 minutes)-Lisa Chapman
(voluntary resignation of Stephen Resnick has been accepted)

13. Adjournment

Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:09:19 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:09:51 PM GMT-07:00

---------- Forwarded message ----------
From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Thu, Feb 15, 2018 at 11:04 AM
Subject: Re: Tonight's Meeting
To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>

Lisa,

I will be there tonight. I will follow up on the invite sent to Mike and Grayce.

On Thu, Feb 15, 2018 at 11:02 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Gibson,
>
> Several on our board have emailed Grayce and Mike Fong with no reply, including myself.
>
> Grayce was also issued an invite to attend tonight's meeting.
>
> Will you be there? And could you please advise if Grayce will also attend? We need answers.
>
> Thanks,
>
> Lisa
>
> Lisa Chapman, MSO II
>
> Practice Manager
>
> UCLA Health
>
> 2001 Santa Monica Blvd. Ste 370/380
>
> Santa Monica, CA 90404
>
> Cell: [redacted]7
>
> [redacted]@[redacted]ucla.edu
>
> UCLA Health

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--

Gibson Nyambura
Neighborhood Council Advocate

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:08:59 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:09:33 PM GMT-07:00

---------- Forwarded message ----------
From: **Michael Skiles** [redacted]@ucla.edu>
Date: Thu, Feb 15, 2018 at 3:15 PM
Subject: Fw: Student Engagement Committee Follow-Up
To: Gibson Nyambura <gibson.nyambura@lacity.org>
Cc: Mike Fong <mike.fong@lacity.org>

Dear Gibson,

As you can see from this email and the attached screenshots, Westwood Neighborhood Council member and Student Engagement Committee Chair Angus Beverly attempted to negotiate, on behalf of the Westwood Neighborhood Council, a deal with Westwood Forward, which would involve WWNC making significant concessions in exchange for Westwood Forward dropping its subdivision petition. Westwood Forward expressed disinterest in negotiating with him and he, thereupon, stated that he would hold no further student engagement committee meetings until and unless we negotiated.

While I would rather not publicly circulate these documents, unless they persist in denying that this happened, since I don't want to hurt Angus' reputation, I would encourage you to advise the WWNC as to whether holding meetings can legally and ethically be used as a bargaining chip to force constituents to the bargaining table. We have no interest in backroom deals and look forward to working with you as we move our subdivision petition forward to an election.

Best regards,
Michael Skiles
President, UCLA Graduate Students Association
Graduate Chair, UC Council of Student Body Presidents

On Sunday, February 11, 2018 12:47 PM, Angus Beverly [redacted]> wrote:

Zarah,

Ask Michael Skiles for more information. But I'm not going to have another engagement meeting until students are willing to actually discuss Westwood Forward: the giant elephant in the room.

-Angus

On Sun, Feb 11, 2018 at 12:10 Zahra Hajee [redacted]> wrote:

> Is there a reason why the meeting is cancelled? Many of us are able to make it around 4-5pm.
>
> On Sun, Feb 11, 2018 at 11:52 AM Angus Beverly <[redacted]> wrote:
>
> > Hey everyone,
> >
> > I am cancelling the student engagement committee meeting tomorrow.

> Best,
> Angus
>
> On Mon, Oct 9, 2017 at 15:53 Angus Beverly <[redacted]> wrote:
>> Hi All,
>>
>> As you can see on the October 7th Agenda, our comittee has theres agenda items for Wednesday.
>>
>> Check out our agenda here: http://www.wwnc.org/general-board-meeting-agenda-october-2017/
>>
>> Additionally, we are going to start meeting on the 4th Wednesdays of each month. Please let me know if that is a good date for everyone.
>>
>> Regards,
>> Angus
>>
>>
>> --
>> Angus Case Beverly
>> Mobile: [redacted]
>
> --
> Angus Case Beverly
> Mobile: [redacted]

--
Angus Case Beverly
Mobile: [redacted]

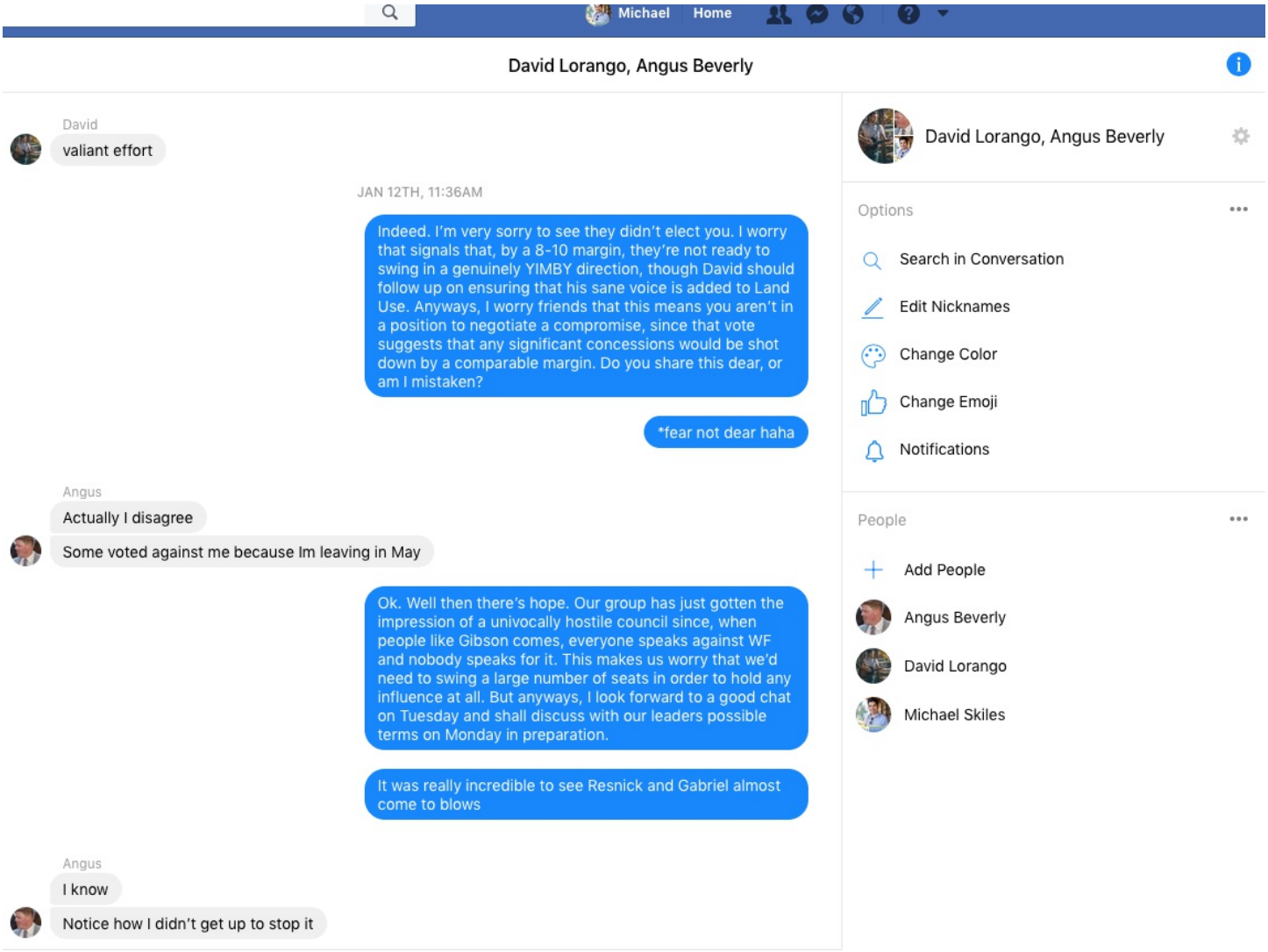
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Gibson Nyambura
Neighborhood Council Advocate

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Michael
Home
David Lorango, Angus Beverly
David
valiant effort
JAN 12TH, 11:36AM
Indeed. I'm very sorry to see they didn't elect you. I worry that signals that, by a 8-10 margin, they're not ready to swing in a genuinely YIMBY direction, though David should follow up on ensuring that his sane voice is added to Land Use. Anyways, I worry friends that this means you aren't in a position to negotiate a compromise, since that vote suggests that any significant concessions would be shot down by a comparable margin. Do you share this dear, or am I mistaken?
*fear not dear haha
Angus
Actually I disagree
Some voted against me because Im leaving in May
Ok. Well then there's hope. Our group has just gotten the impression of a univocally hostile council since, when people like Gibson comes, everyone speaks against WF and nobody speaks for it. This makes us worry that we'd need to swing a large number of seats in order to hold any influence at all. But anyways, I look forward to a good chat on Tuesday and shall discuss with our leaders possible terms on Monday in preparation.
It was really incredible to see Resnick and Gabriel almost come to blows
Angus
I know
Notice how I didn't get up to stop it
David Lorango, Angus Beverly
Options
Search in Conversation
Edit Nicknames
Change Color
Change Emoji
Notifications
People
Add People
Angus Beverly
David Lorango
Michael Skiles

Angus Beverly
Active 37m ago

Yah at this stage I'm graduating in spring. I may as well go extra hard on agenda items that I believe will help the community.

I concur! It's time for us to leave our legacy! We have big plans in our pipeline; can we talk sometime today either right after this event or else during?

Sure! I might have to do it over the phone if it's after bc I'm trying to get to Orange County before traffic is really bad. But sure let's do it!

WED 2:52PM

Time-wise, would WWNC be able to consider any item we put forward on Monday?

i doubt it theres typically a 72 hour issue. to be honest. If I can keep this between you, I'm thinking about canceling the meeting and wanting to speak to the westwood forward campaign staff about making a deal. I just don't see the point of the committee if we won't settle on meeting to discuss actual student issues.

The Westwood Forward group consensus is that it doesn't like backroom deals and is skeptical that a majority of WWNC would be willing to vote to enact concessions that would accomplish anything near what we are about to achieve electorally. Hence their unanimous vote that I send you and David the letter that I did.

I'm happy to discuss this with you by phone

Cmon Michael GSA and USAC should know the difference between preliminary discussions and "backroom deals" ill talk over the phone perhaps tonight.



Angus Beverly
Active 37m ago

Options

Search in Conversation

Edit Nicknames

Change Color

Change Emoji

Notifications

Facebook Profile

https://facebook.com/angus.beverly

Gmail by Google

GSA President [redacted]@[redacted]ucla.edu>

WWNC

1 message

GSA President [redacted]@[redacted]ucla.edu> Tue, Jan 16, 2018 at 4:52 PM
To: "Beverly, Angus" [redacted]@[redacted]ucla.edu>
Cc: "Hajee, Zahra" [redacted]>, usacprez [redacted], GSA VP External Affairs [redacted]@[redacted]ucla.edu>, Chloe Pan <[redacted]>, GABRIELA MEZA <[redacted]@ucla.edu>, JOSHUA GILBERT BAUM <[redacted]@ucla.edu>

Dear David and Angus,

On behalf of Westwood Forward, we thank you for approaching us and stating your openness to seeing the Westwood Neighborhood Council make significant reforms towards more equitably representing its constituents. However, before our coalition invests the time and energy into considering what, if any, hypothetical bylaw changes might suffice to address the concerns of our community, we think that it is important that you establish that you are in a position to negotiate on behalf of the council. Given that the council voted against your selection as Land Use Chair and also repeatedly refused to consider our requests for online voting or a 2018 selection, we worry that those who would consider affecting the meaningful changes our community needs are in the minority. To allay these concerns we would request either 1) that the WWNC pass a resolution authorizing you to negotiate on its behalf or 2) that you send us a public letter signed by a majority of WWNC members affirming that they would be willing to consider significant bylaw changes and holding a 2018 selection.

Best Regards,

Michael Skiles
Gabriela Meza
Zahra Hajee
Marjan Kris
Victoria Solkovits
Cameron Keller
Arielle Yael Mokhtarzadeh
Joshua Baum
Parshan Khosravi
Chloe Pan

Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:08:45 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:09:16 PM GMT-07:00

---------- Forwarded message ----------
From: **GSA President** [redacted]@[redacted]ucla.edu>
Date: Fri, Feb 16, 2018 at 3:12 AM
Subject: February 26th
To: Gibson Nyambura <Gibson.Nyambura@lacity.org>

Dear Gibson,

I write to urge you move forward with the planned February 26th BNC hearing. Meetings with Ted Lieu can be re-scheduled, UCLA Finals and Spring Break can't, and if we push the hearing back that's where we'll be; and we need to have the election before Finals at the beginning of June.

We're in the final steps of confirming a great venue that's UCLA owned, but in Westwood Village and with free parking.

Also, we've done a ton of outreach to the areas within our proposed boundaries. The instructions on the DONE website did not ask us to do outreach to the areas outside of our boundaries. We've certainly done a lot within our boundaries and some outside, but please let us know of any specific steps DONE would like us to take.

Best regards,
Michael Skiles
President, UCLA Graduate Students Association
Graduate Chair, UC Council of Student Body Presidents

--

Gibson Nyambura
Neighborhood Council Advocate

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Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:08:24 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:08:55 PM GMT-07:00

---------- Forwarded message ----------
From: **Lilian Kim** <lilian.kim@lacity.org>
Date: Tue, Feb 20, 2018 at 11:14 AM
Subject: Re: We booked a great free place for BNC meeting!
To: Gibson Nyambura <gibson.nyambura@lacity.org>
Cc: GSA President [redacted]@[redacted]ucla.edu>

Hi Gibson,

We were notified. Thank so much for all your help.

I really appreciate it.

Best,

Lilian Kim
Executive Administrative Assistant III

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office |(213) 473-6914 Email | Lilian.Kim@LACity.org Web | www.EmpowerLA.org

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On Tue, Feb 20, 2018 at 11:10 AM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:

> Michael,
>
> Thank you providing adequate information. I will cc my colleague Lilian on this confirmation.
>
> Best,
>
> On Fri, Feb 16, 2018 at 11:49 AM, GSA President <[redacted]@[redacted]ucla.edu> wrote:
>
> > Dear Gibson,
> >
> > At your request, we have reserved the following room at 11020 Weyburn Ave for the BNC meeting on February 26th. It's beautiful and centrally located within our boundaries (there couldn't be a more equally convenient place for business owners, residents, AND students):

http://www.uclameetings.com/Meeting-Event-Spaces/Village-View-Room-at-Weyburn-Terrace.aspx

We will also have free, convenient, and accessible parking available. Please contact me at your convenience to finalize logistical details [redacted]

Best regards,
Michael Skiles
President, UCLA Graduate Students Association
Graduate Chair, UC Council of Student Body Presidents

--

Gibson Nyambura
Neighborhood Council Advocate

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:07:40 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:08:11 PM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Tue, Feb 20, 2018 at 1:21 PM
Subject: RE: Weekly Legislative Report
To: Gibson Nyambura <gibson.nyambura@lacity.org>

HI Gibson,

Has Grayce decided to reschedule the February 26th date yet?

Thanks,

Lisa

From: Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
Sent: Tuesday, February 20, 2018 12:05 PM
Cc: Del Rey NC <DRNC@empowerla.org>; Encino NC <ENC@empowerla.org>; North Hills East NC <nhenc@empowerla.org>; Studio City NC <SCNC@empowerla.org>; Venice NC <VeniceNC@empowerla.org>; Westchester Playa NC <NCWP@empowerla.org>; Westwood NC <WWNC@empowerla.org>
Subject: Weekly Legislative Report

Good afternoon,

Attached is the weekly legislative report. Please find it attached in the email.

Best,

--

Gibson Nyambura

Neighborhood Council Advocate

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

Office | 213-978-1551 Fax | 213-978-1751

Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:07:26 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:07:57 PM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Wed, Feb 21, 2018 at 12:43 PM
Subject: RE: Feb. 26th date reschedule
To: Gibson Nyambura <gibson.nyambura@lacity.org>
Cc: "westwoodnc@googlegroups.com" <westwoodnc@googlegroups.com>

Ok, Gibson, we need a response ASAP. We have a right to make plans for this.

From: Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
Sent: Wednesday, Fe[redacted], 2[redacted]38 PM
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Cc: westwoodnc@googlegroups.com
Subject: Re: Feb. 26th date reschedule

Lisa,

Working on getting a response. I apologize for the silence.

Best,

On Tue, Feb 20, 2018 at 9:20 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Gibson,
>
> Please advise when we will be hearing from Grayce, not only on the February 26th rescheduling, but on the very serious questions we have posed to Grayce et al on a stay of any election until proper outreach by Westwood Forward has been completed?
>
> Thanks,
>
> Lisa

Lisa Chapman, MSO II

Practice Manager

UCLA Health

2001 Santa Monica Blvd. Ste 370/380

Santa Monica, CA 90404

Cell: [redacted]7

[redacted]@[redacted]ucla.edu



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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:07:09 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:07:40 PM GMT-07:00

---------- Forwarded message ----------
From: **Roozbeh Farahanipour** <roozbeh@marzeporgohar.org>
Date: Wed, Feb 21, 2018 at 5:01 PM
Subject: RE: Need to Reschedule DONE Community Meeting - City Attorney
To: Terry Tegnazian <terrteg@earthlink.net>, Grayce Liu <grayce.liu@lacity.org>, Stephen Resnick <[redacted]>, Lisa Chapman <[redacted]@[redacted]ucla.edu>, Sandy Brown <[redacted]>
Cc: Mike Fong <Mike.Fong@lacity.org>, Gibson Nyambura <gibson.nyambura@lacity.org>, Semee Park <Semee.Park@lacity.org>, Joan Pelico <joan.pelico@lacity.org>, Jasmine Shamolian <jasmine.shamolian@lacity.org>, Faisal Alserri <faisal.alserri@lacity.org>, Paul Koretz <paul.koretz@lacity.org>, Barbara Broide <bbroide@hotmail.com>, Doug Fitzsimmons <chair@westsidecouncils.com>, stevesann2001@yahoo.com, westwoodhillsboard@yahoogroups.com

Hi Terry,

Assistant City Attorney for Westwood neighborhood Council is Elise Ruden and She is in charge.

Her number is: 213-978-8193

Email: Elise.ruden@lacity.org

Roozbeh Farahanipour

From: Terry Tegnazian [mailto:terrteg@earthlink.net]
Sent: Wednesday, February 21, 2018 4:23 PM
To: 'Grayce Liu'; Stephen Resnick; Lisa Chapman; Sandy Brown
Cc: Mike Fong; Gibson Nyambura; Semee Park; Joan Pelico; Jasmine Shamolian; Faisal Alserri; Paul Koretz; Barbara Broide; Doug Fitzsimmons; stevesann2001@yahoo.com; 'Roozbeh Farahanipour'; westwoodhillsboard@yahoogroups.com
Subject: RE: Need to Reschedule DONE Community Meeting - City Attorney
Importance: High

Hi Grayce – please send me the name, phone and email of the Asst. City Attorney who is conducting this review.

Thank you,

Terry

From: Grayce Liu [mailto:grayce.liu@lacity.org]
Sent: Wednesday, February 21, 2018 1:28 PM
To: Stephen Resnick; Terry Tegnazian; Lisa Chapman; Sandy Brown
Cc: Mike Fong; Gibson Nyambura; Semee Park; Joan Pelico; Jasmine Shamolian; Faisal Alserri; Paul Koretz; Barbara Broide; Doug Fitzsimmons
Subject: Re: Need to Reschedule DONE Community Meeting

Hi, Stephen, Terry, Lisa and Sandy,

Hope all is well. Thank you for all of your comments. We are reviewing them with the City Attorney's Office.

Please let me know if you have any other questions or comments.

Best,

Grayce Liu
General Manager

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

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On Tue, Feb 20, 2018 at 2:23 PM, Stephen Resnick <[redacted]> wrote:

Dear Grayce,

Outreach. That is the byword of the Department of Neighborhood Empowerment. The yardstick by which neighborhood councils are measured. The more people that are contacted and the more people that get involved in NCs and come to meetings, the better. At least that's what I recall from a lengthy conversation you and I had some time ago.

During our conversation I also recall mentioning **the great work the Westwood Neighborhood Council** has done in the community. Except for operating expenses, **all funds are given to local groups and organizations** in the form of grants. One outstanding example of this is $5,000 that went to the UCLA Food Bank. These grants are one of the hallmarks of the Westwood Neighborhood Council.

With these things in mind, it is quite something then as to the controversy surrounding the application for the North Westwood subdivision. **Community Leaders and Presidents have advised you that proper outreach was not done.** They have also advised you of **gerrymandered boundaries.** Most certainly I was not contacted and I am not aware of WHA members being contacted regarding this proposed subdivision. The lack of outreach and the gerrymandering of boundaries are serious deficiencies that concern the appropriateness of the subdivision application, but also speak of the weakness of the subdivision process itself.

Then there is the conduct surrounding the application. **The WWNC is frequently and consistently insulted and accused of all manner of things.** This **abuse**, sometimes quite directed, continues unabated at each and every WWNC meeting.

Grayce, something went terribly wrong with this process. The application does not meet requirements. The abuse does not meet community standards. The WWNC gets a reputation that is not warranted. WWNC is a valued member of the community and doesn't deserve all that has happened. The Westwood Community doesn't deserve all that has happened.

Today, right now, we have what I call a **MOMENT OF TRUTH**. A singular opportunity that doesn't come along very often. An opportunity for DONE to insert itself in the process and say enough; it's time for a pause; it's time to meet. Please promote confidence in the NC system. Please promote that the Westwood Neighborhood Council and all 19 council members, along with the Westwood Community must be respected.

Stephen Resnick,

Member, Westwood Neighborhood Council

President, Westwood Homeowners Association

On Tue, Feb 20, 2018 at 11:32 AM, Terry Tegnazian <terrteg@earthlink.net> wrote:

Following up on my email below, I would like to elaborate. If the application was fatally flawed because it did not include what DONE feels is a required area (i.e., Westwood Hills), the proper action for DONE was to reject the application in its current form and aske the organizers to correct and resubmit.

DONE's own rules, at http://empowerla.org/subdivision/, require **as part of the petition** that, "*the outreach process used to identify stakeholders within the proposed Neighborhood Council boundaries must be described in detail* and 200 to 500 signatures from stakeholders that have an interest within the proposed Neighborhood Council boundaries must be submitted and should reflect the broadest array of stakeholders who will actively participate in the proposed Neighborhood Council."

Since Westwood Hills was not included in the petition boundaries, the petition could not possibly have described (in the required detail, or at all!) any outreach process to our neighborhood. And in fact there was NO OUTREACH to our neighborhood. **Therefore the petition fails on its face.**

If DONE chooses to nevertheless proceed with a hearing at this time, DONE will be violating its own rules. Surely that is not your intent.

Therefore the only logical solution is to reject the petition, and send it back to the organizers to follow the proper procedure.

Thank you,

Terry Tegnazian

President, Westwood Hills Property Owners Association

From: Terry Tegnazian [mailto:terrteg@earthlink.net]
Sent: Friday, February 16, 2018 11:40 AM
To: 'Grayce Liu'; Stephen Resnick; Lisa Chapman
Cc: Sandy Brown; Mike Fong; Gibson Nyambura; Semee Park; joan.pelico@lacity.org; jasmine.shamolian@lacity.org; faisal.alserri@lacity.org; paul.koretz@lacity.org
Subject: RE: Need to Reschedule DONE Community Meeting

Dear Ms. Liu – thank you for your email, but it is not responsive to the serious concerns expressed by our community. Most importantly, meaningful outreach cannot occur after the fact.

As best we can tell, the Westwood Hills neighborhood was annexed into the boundaries of the proposed North Westwood NC (NWNC) only last Friday, Feb. 9. We received NO NOTICE of this from either DONE or the organizers – no advance notice, and not even the courtesy of copying us on Mr. Fong's Feb. 9 letter. We heard about it third-hand over the weekend from a Westwood Hills neighbor who heard about it from a friend in another neighborhood.

With the significant change in boundaries, NWNC has effectively created a new application, whose filing date is Feb. 9, 2018. As a result, **the entire process must be halted and started anew with the new boundaries and meaningful outreach to and participation by our neighborhood**.

In addition, the organizers of NWNC have failed to meet their legal obligation to outreach to all affected stakeholders – outreach means a voice in the process, not just informing some people of what has already been done.

No outreach at all has been done to any of the stakeholder communities in the existing Westwood NC, which will be impacted by the current NWNC proposal. Effective outreach is not only a legal requirement, but is critical to a fair and unbiased democratic procedure – particularly because the proposed NWNC splits recognized communities in two and severs connections among related communities. For example, the Westwood Homeowners neighborhood south of Wilshire is being split in two, the Persian and Wilshire Corridor business communities are being split in two, and our neighborhood and the business communities are being severed from the other parts of the Westwood community.

Thank you for your attention to these serious concerns and flaws in the process.

Very truly yours,
Terry Tegnazian
President, Westwood Hills Property Owners Association

From: Grayce Liu [mailto:grayce.liu@lacity.org]
Sent: Friday, February 16, 2018 9:53 AM
To: Stephen Resnick; Lisa Chapman; Terry Tegnazian
Cc: Sandy Brown; Mike Fong; Gibson Nyambura; Semee Park
Subject: Re: Need to Reschedule DONE Community Meeting

Hi, Terry, Stephen, and Lisa,

Hope all is well. Thanks for your emails. Gibson gathered the information about the conflicting community meeting last night, and we will review the request to change the February 26th meeting. Please expect a response on Tuesday, the 20th, as Monday is a holiday.

I understand from Terry and Lisa's emails that they would like more time for outreach to be conducted. Please note that if the North Westwood Subdivision Application moves to the election phase, the election would be in late May, which would provide the Formation Committee and the Department additional time to conduct outreach to the community about the proposed subdivision. We are under deadlines to complete the election within 90 days from the date of application approval.

I am out for the rest of the day, but if you have any other questions, please contact Gibson or Mike. Thank you.

Best,

Grayce Liu
General Manager

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

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On Tue, Feb 13, 2018 at 2:42 PM, Stephen Resnick <[redacted]> wrote:

Hi Grayce,

I'm following up my voice message with this email. I wrote to Mike Fong yesterday in regard to his February 9 letter about the North Westwood NC subdivision. I now understand he is out until Friday so I'm bringing an issue to your attention.

In his letter he stated that there would be a "special community meeting" on February 26. I don't know how that date was selected but it conflicts with an important community meeting. Further, this meeting has been scheduled for some time. I would think Community Leaders would want to attend both meetings but obviously one can't be in two places at once.

I therefore request that this special community meeting be rescheduled so all can attend. Thanks.

Stephen Resnick,

Westwood Neighborhood Council board member

President, Westwood Homeowners Association

--

Gibson Nyambura
Neighborhood Council Advocate

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Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:06:15 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:06:47 PM GMT-07:00

---------- Forwarded message ----------
From: **Michael Skiles** <m.skiles7@sbcglobal.net>
Date: Thu, Feb 22, 2018 at 11:00 AM
Subject: Re: Special BONC meeting on Monday, February 26 at 6 pm has been postponed
To: Mike Fong <mike.fong@lacity.org>
Cc: Michael Skiles <skiles@ucla.edu>, gmeza1997@g.ucla.edu, Arielle Yael Mokhtarzadeh <usapres@asucla.ucla.edu>, roxanne.stern@gmail.com, plasmagrey@gmail.com, Gibson Nyambura <gibson.nyambura@lacity.org>, Lilian Kim <lilian.kim@lacity.org>

Dear Mike,

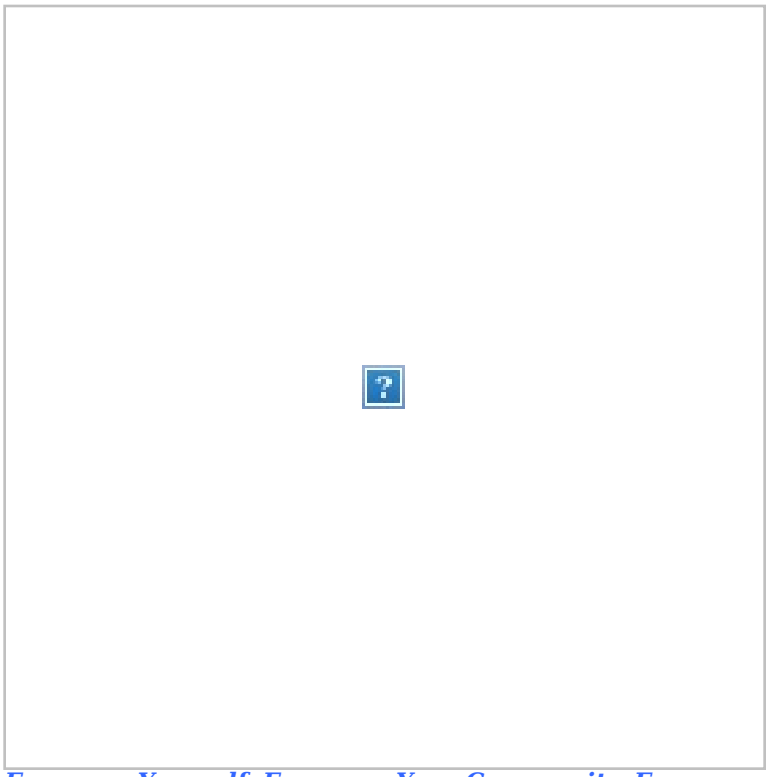
Why has the meeting been rescheduled? We have invested considerable efforts in booking facilities, arranging logistics and outreaching to the community about Monday's meeting. It's disheartening to see it cancelled with no explanation. When can we reschedule it?

Best,
Michael

On Feb 22, 2018, at 8:39 AM, Mike Fong <mike.fong@lacity.org> wrote:

> Dear Westwood North NC Formation Committee,
>
> Hope you are doing well.
>
> The special meeting originally scheduled for Monday, February 26 at 6 pm has been postponed. Sorry for any inconvenience.
>
> We will keep you posted regarding the town hall meeting date/time for the special BONC meeting on the Westwood North NC subdivision proposal.
>
> Thanks!
>
> Best,
>
> Mike
>
> --
>
> Mike Fong
> Director of Policy and Government Relations
>
> Department of Neighborhood Empowerment / Empower LA
> 200 North Spring Street, Suite 2005
> Los Angeles, CA 90012

(213) 978-1551
mike.fong@lacity.org
Web | www.EmpowerLA.org



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Neighborhood Council Advocate

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:05:58 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:06:29 PM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Thu, Feb 22, 2018 at 12:42 PM
Subject: RE: Feb. 26th date for special meeting
To: Gibson Nyambura <gibson.nyambura@lacity.org>

Thanks Gibson, I saw this morning.

Are they looking into addressing the outreach concerns? Or starting over for the bylaws?

From: Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
Sent: Thursday, Febr 201 PM
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Subject: Re: Feb. 26th date for special meeting

Lisa,

I hope you saw the email but yes, the meeting has been postponed.

Best,

On Wed, Feb 21, 2018 at 12:07 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Gibson,
>
> Please advise if this date is going to be rescheduled for the proposed special meeting on February 26th.
>
> It is February 21st and we have not been told.
>
> Please advise today.

Thanks,

Lisa

Lisa Chapman, MSO II

Practice Manager

UCLA Health

2001 Santa Monica Blvd. Ste 370/380

Santa Monica, CA 90404

Cell: [redacted]7

[redacted]@[redacted]ucla.edu



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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:05:44 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:06:16 PM GMT-07:00

---------- Forwarded message ----------
From: **Beck, Michael** <michaelbeck@ucla.edu>
Date: Thu, Feb 22, 2018 at 10:00 PM
Subject: RE: Postponed Meeting
To: GSA President <pres@gsa.asucla.ucla.edu>, "Wong, Shirley" <swong@ha.ucla.edu>, "Enright, Matt" <MEnright@ts.ucla.edu>
Cc: "lilian.kim@lacity.org" <lilian.kim@lacity.org>, Gibson Nyambura <Gibson.Nyambura@lacity.org>

Michael,

Let us know when the meeting gets rescheduled.

Thanks

...Michael

Michael J. Beck
Administrative Vice Chancellor

UCLA

UCLA Administration
Murphy Hall 2211

Box 951405

Los Angeles, CA 90095-1405
(310) 825-2411

From: GSA President [mailto:pres@gsa.asucla.ucla.edu]
Sent: Thursday, February 22, 2018 8:39 PM
To: Wong, Shirley <swong@ha.ucla.edu>; Enright, Matt <MEnright@ts.ucla.edu>; Beck, Michael <michaelbeck@ucla.edu>
Cc: lilian.kim@lacity.org; Gibson Nyambura <Gibson.Nyambura@lacity.org>
Subject: Postponed Meeting

Dear VC Beck, Matt and Shirley,

Thanks for all of your assistance in securing the venue and parking for the Board of Neighborhood Commissioners meeting. Unfortunately the Los Angeles Department of Neighborhood Empowerment has decided to postpone this hearing; hence we do not require these services on Monday. We apologize for the inconvenience and hope you will work with us again when DONE decides to reschedule.

Best regards,

Michael Skiles

President, UCLA Graduate Students Association

Graduate Chair, UC Council of Student Body Presidents

--

Gibson Nyambura
Neighborhood Council Advocate

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:05:24 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:05:55 PM GMT-07:00

---------- Forwarded message ----------
From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Mon, Feb 26, 2018 at 10:46 AM
Subject: Re: New BONC meeting date
To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>

Lisa,

Thus far no meeting date has been set. But I will keep you updated once it's determined.

Best,

On Fri, Feb 23, 2018 at 9:00 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Gibson,
>
> Has the new special meeting date been announced for Westwood Forward with BONC?
>
> Thanks,
>
> Lisa
>
> Lisa Chapman, MSO II
>
> Practice Manager
>
> UCLA Health
>
> 2001 Santa Monica Blvd. Ste 370/380
>
> Santa Monica, CA 90404
>
> Cell: [redacted]7
>
> [redacted]@[redacted]ucla.edu
>
> UCLA Health

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:05:06 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:05:39 PM GMT-07:00

---------- Forwarded message ----------
From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Tue, Feb 27, 2018 at 2:22 PM
Subject: Re: Request for Meeting
To: Michael Skiles <m.skiles7@sbcglobal.net>
Cc: Lilian Kim <lilian.kim@lacity.org>

Michael,

My apologies but here are parking directions. I have attached the directions in this email. See you soon.

Best,

On Tue, Feb 27, 2018 at 1:38 AM, Michael Skiles <m.skiles7@sbcglobal.net> wrote:

> Actually we'll be coming in a Parshan's 2012 White Toyota Corolla, license plate 6WTN327
>
> Sent from my iPhone
>
> On Feb 26, 2018, at 4:09 PM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:
>
> > Michael,
> >
> > Do you know the year of the vehicle?
> >
> > Best,
> >
> > On Mon, Feb 26, 2018 at 2:11 PM, Michael Skiles <m.skiles7@sbcglobal.net> wrote:
> >
> > > Dear Gibson,
> > >
> > > The attendees will be:
> > > Cameron Keller
> > > Gabriela Meza
> > > Victoria Solkovits
> > > Joshua Baum
> > > Michael Skiles
> > > Zahra Hajee
> > > Parshan Khosravi
> > >
> > > Josh will drive a vehicle:
> > > Toyota Corolla
> > > Blue
> > > 7DKS421

Also, if possible,
an agenda would be appreciated so that those who will be in attendance can confer with those who will not be to ensure a productive discussion.

Best,
Michael

Sent from my iPhone

On Feb 26, 2018, at 11:24 AM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:

> Michael,
>
> I want to follow up on the list of people who will be in the meeting tomorrow. Please help me get the list before the end of this business day.
>
> Best,
>
> On Thu, Feb 22, 2018 at 8:05 PM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:
>> There are some items we would like to discuss. If you would be kind to provide a list of the people who will be to attend the meeting. Also, please provide me with vehicle information so as to accommodate with parking.
>>
>> -Name
>> -Vehicle make
>> -License plate
>>
>> Best,
>>
>> Gibson Nyambura
>> Project Coordinator
>> Department of Neighborhood Empowerment
>> 14410 Sylvan Street
>> Van Nuys, CA 91406
>> Tel: 818-374-9898
>>
>> On Feb 22, 2018 6:02 PM, "Michael Skiles" <skiles@ucla.edu> wrote:
>>> Dear Gibson,
>>>
>>> We can meet Tuesday at 3:30. What do you want to meet to discuss?
>>>
>>> Best regards,
>>> Michael Skiles
>>>
>>> On Thursday, February 22, 2018 5:30 PM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:
>>>
>>> Good afternoon Michael,
>>>
>>> The Department of Neighborhood Empowerment would like to schedule a meeting with Westwood formation committee next week. Please let me know

which times work best.

- Tuesday, February 27 at 3:30 pm at the City Hall office
- Wednesday, February 28 at 2 pm at the City Hall office
- Thursday, March 1 at 10:00 am in Westwood
- Friday, March 2 at 3 pm at the City Hall office

Thank you,

--

Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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Gibson Nyambura
Neighborhood Council Advocate

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EMPOWERLA LEADERSHIP ACADEMY

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Gibson Nyambura
Neighborhood Council Advocate

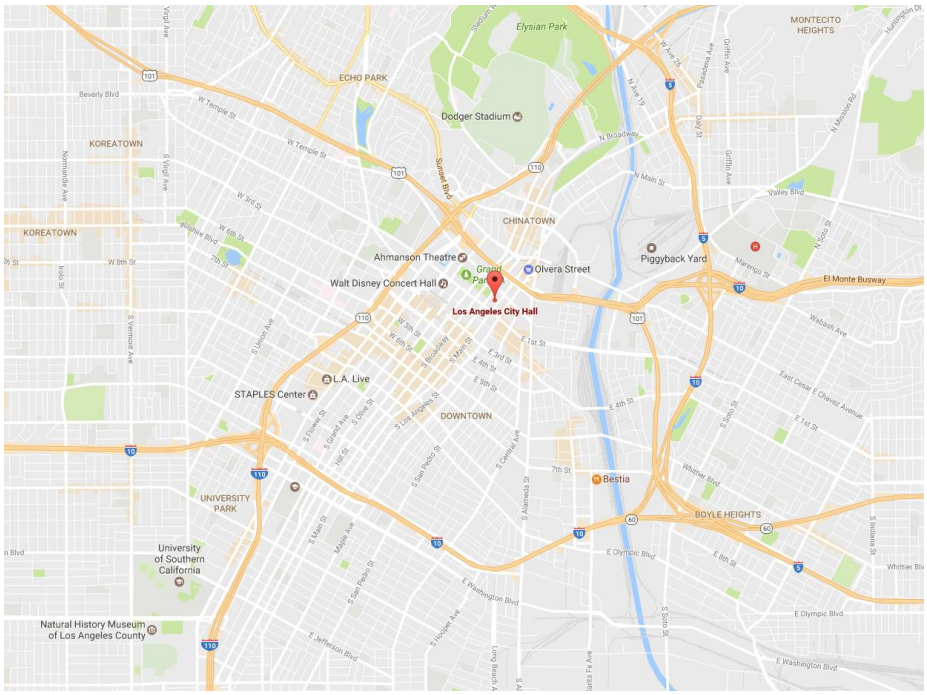
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Department of
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How to Get to City Hall



Driving instructions to City Hall

From the North, take the 101 freeway, exit on Los Angeles St.
Make a Right off the ramp onto Los Angeles (going south)

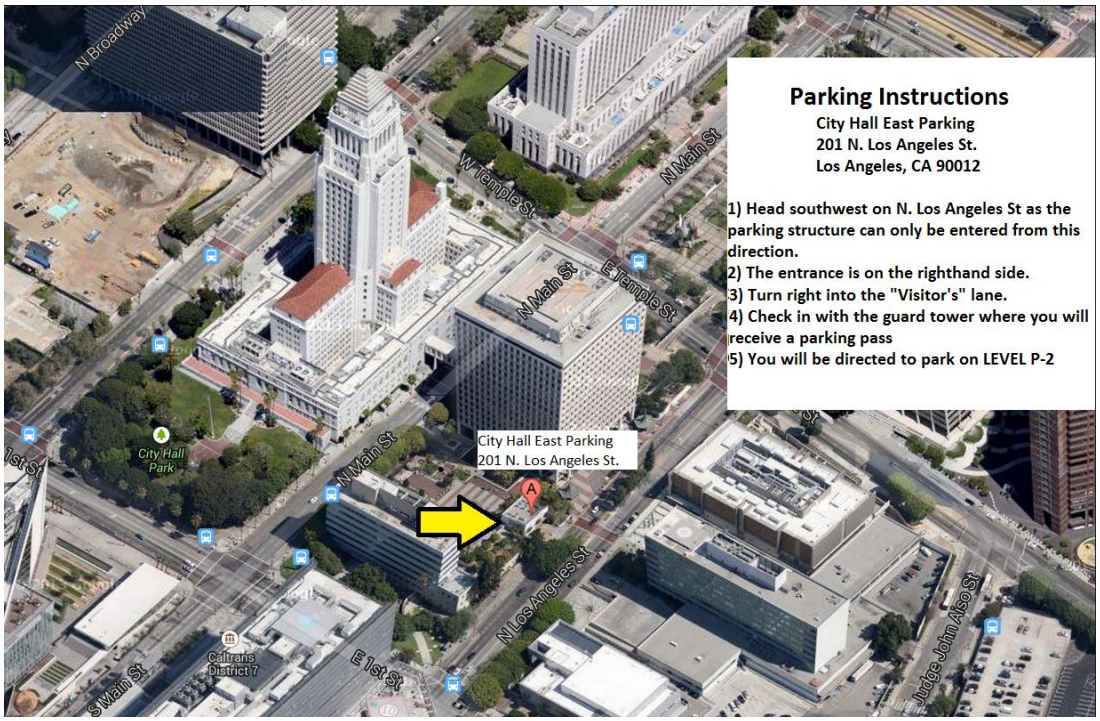
From the South, take the 110 freeway, exit on 4th St (One Way Street).
Take 4th Street to Main Street and
Make a left onto Main Street go to Temple
Temple make a Right, go to Los Angeles
Los Angeles make a Right

For Both (North and South) Enter the Parking Structure from Los Angeles Street
Located between Temple St. and 1st Street (if you get to 1st Street you've gone too far.)
You must check-in at the parking booth and show ID

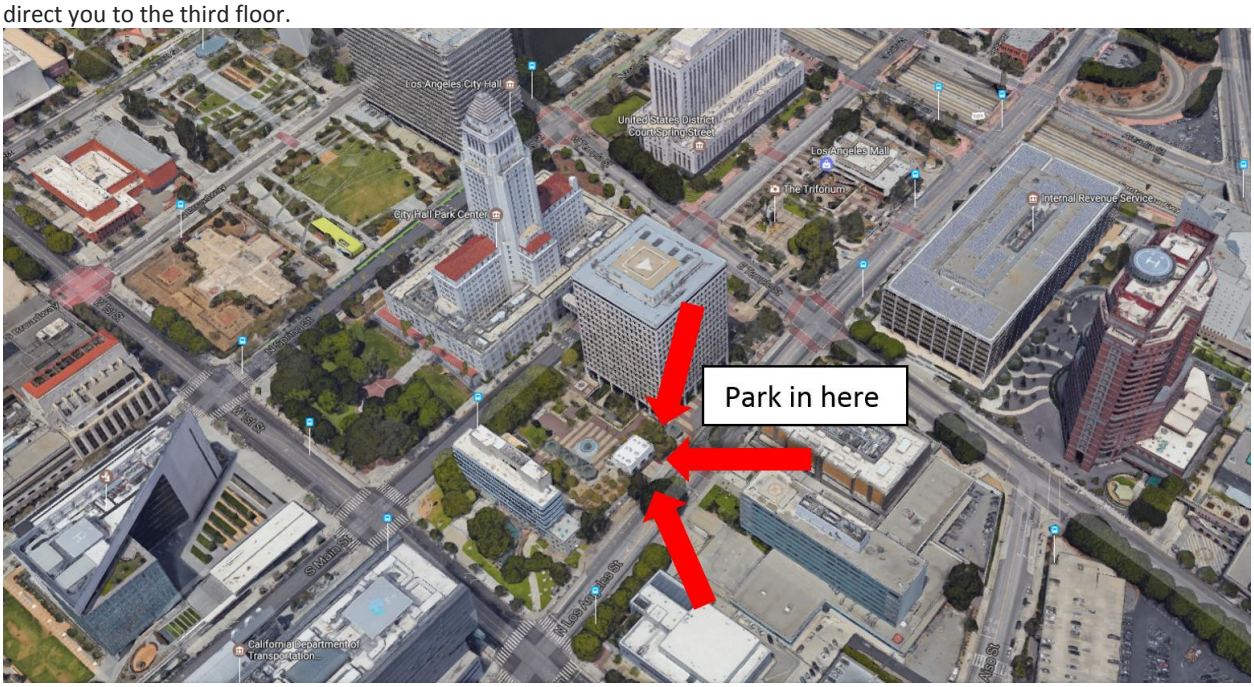
You will be directed to drive underground to the P2 level. (You are now under City Hall East.)

After you have parked: To visit City Hall, take the elevator to the 2rd floor.
Cross Main Street (you'll notice a bridge connecting City Hall East and City Hall overhead.)
Go into City Hall, check in with the guard, show ID and go through metal detectors

Addresses
City Hall East is 200 N. Main Street, LA 90012 (park here)
City Hall is 200 N. Spring Street, LA, 90012



PARKING: Parking is under City Hall East (200 N. Main Street, LA 90012), and its entrance is on the west side of Los Angeles Street, between Temple St. and 1st Street. Enter the parking lot, follow the directions from the attendant, take the elevator to the ground floor and exit City Hall East, walk across Main Street, and enter City Hall where security will direct you to the third floor.



Walking directions if you are arriving from Union Station



LA Metro maps and timetables: https://www.metro.net/riding/maps/

Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:04:49 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:05:21 PM GMT-07:00

---------- Forwarded message ----------
From: **Michael Skiles** <skiles@ucla.edu>
Date: Wed, Feb 28, 2018 at 6:00 PM
Subject: Fw: North Westwood NC Formation Committee Letter
To: Mike Fong <mike.fong@lacity.org>
Cc: Gibson Nyambura <gibson.nyambura@lacity.org>, Lilian Kim <lilian.kim@lacity.org>

Dear Mike,

Language of our proposed boundaries are in the revised bylaws in this email I sent you:

A. North – The south side of Sunset Boulevard from Veteran Avenue in the west to Hilgard Avenue in the east ; and

B. East – The east side of Hilgard Ave from Sunset Blvd in the north to Weyburn Ave in the south ; the south side of Weyburn Ave from Hilgard Ave in the west to Malcolm Avenue in the east; the west side of Malcolm Ave from Weyburn Ave in the north to Wilshire Boulevard in the south; the east side of Westwood Blvd from Wilshire Blvd in the north to Ohio Avenue in the south; and

C. South – The south side of Wilshire Blvd from Malcolm Ave in the east to Westwood Blvd in the west ; the north side of Ohio Ave from Westwood Blvd in the east to Veteran Ave in the west; and

D. West –The east side of Veteran Ave from Wilshire Blvd in the north to Ohio Ave in the south; the eastern side of the I-405 Freeway between Sunset Blvd in the North and Wilshire Blvd in the south, excluding the Veteran's Administration property. The boundaries of the Council are set forth in Attachment A - Map of the North Westwood Neighborhood Council.

Best,
Michael

On Tuesday, February 13, 2018 11:37 PM, Michael Skiles <skiles@ucla.edu> wrote:

Also, per your request, our bylaws have now been amended to include everything north of Wilshire and west of Veteran except for the Veteran's Administration property. The exact contours of the VA property differ in several maps we've looked at, so please let us know if any minor adjustments need to be made in our map so as to not suggest that we are leaving out any small strips of land that bordering the VA property, or if the map we've submitted is adequately precise.

Thanks,
Michael

On Monday, February 12, 2018 11:53 PM, Michael Skiles <skiles@ucla.edu> wrote:

Thank you, for you letter, Mike, and for moving this process forward!

We have updated our online application to reflect the boundary changes you recommend. Here's a copy of our new proposed boundaries and bylaws that reflect these changes. Please let me know if there's anything else we should do to improve our application or if we can help with arranging a location for the February 26th BNC meeting.

Best regards,
Michael Skiles

On Friday, February 9, 2018 6:04 PM, Mike Fong <mike.fong@lacity.org> wrote:

Good afternoon North Westwood Neighborhood Council Formation Committee -

Hope you are doing well.

Thank you for your submission to create a North Westwood Neighborhood Council.

Please review attached letter regarding next steps including an upcoming community meeting with the Board of Neighborhood Commissioners.

Thanks!

Best,

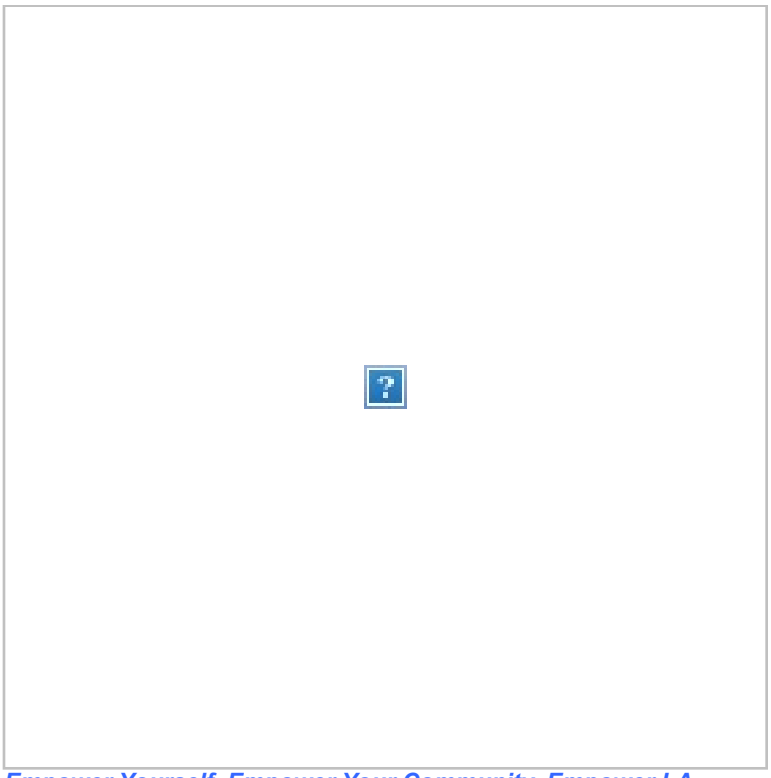
Mike

--

Mike Fong
Director of Policy and Government Relations

Department of Neighborhood Empowerment / Empower LA
200 North Spring Street, Suite 2005
Los Angeles, CA 90012

(213) 978-1551
mike.fong@lacity.org
Web | www.EmpowerLA.org



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--

Gibson Nyambura
Neighborhood Council Advocate

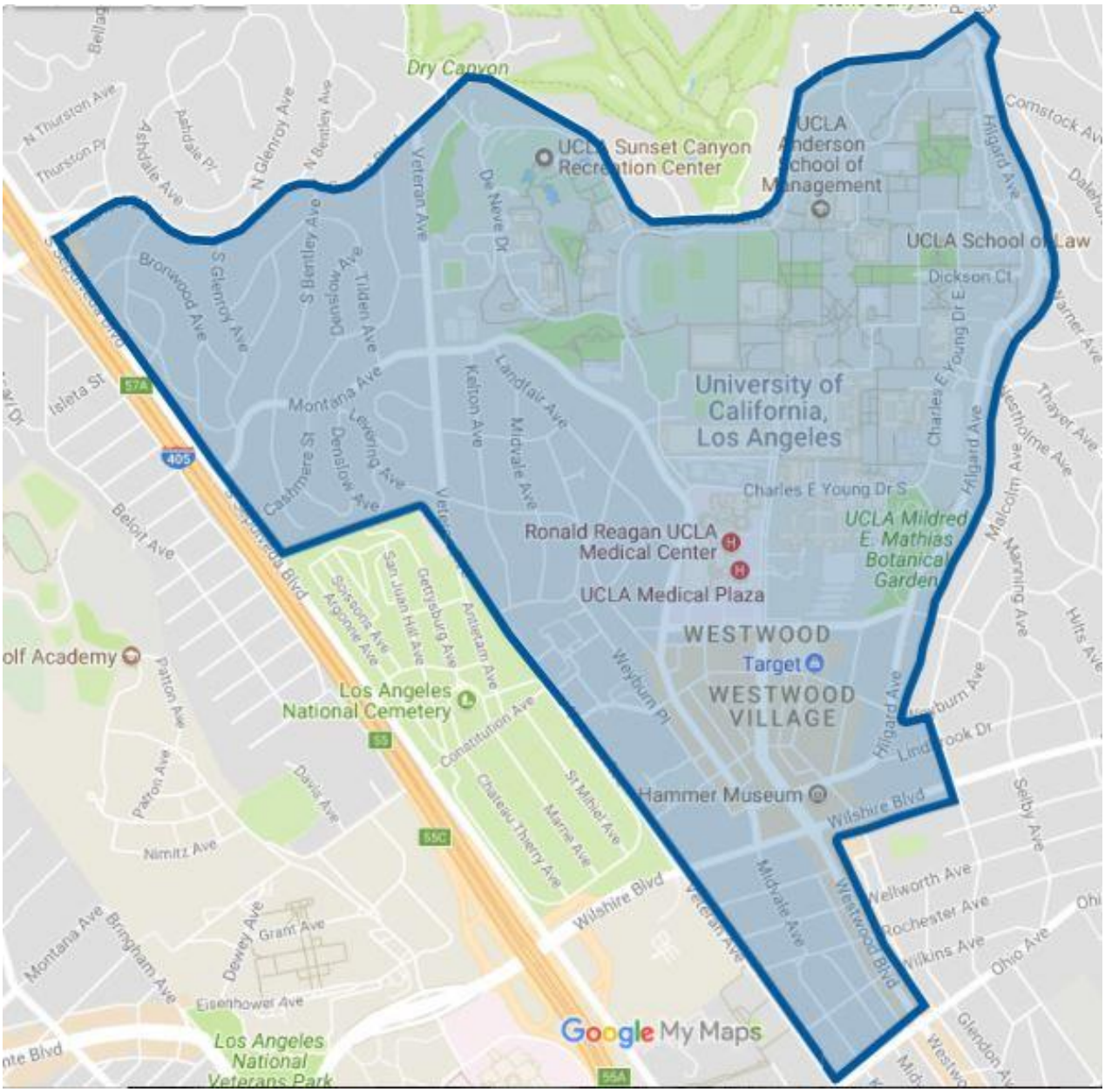
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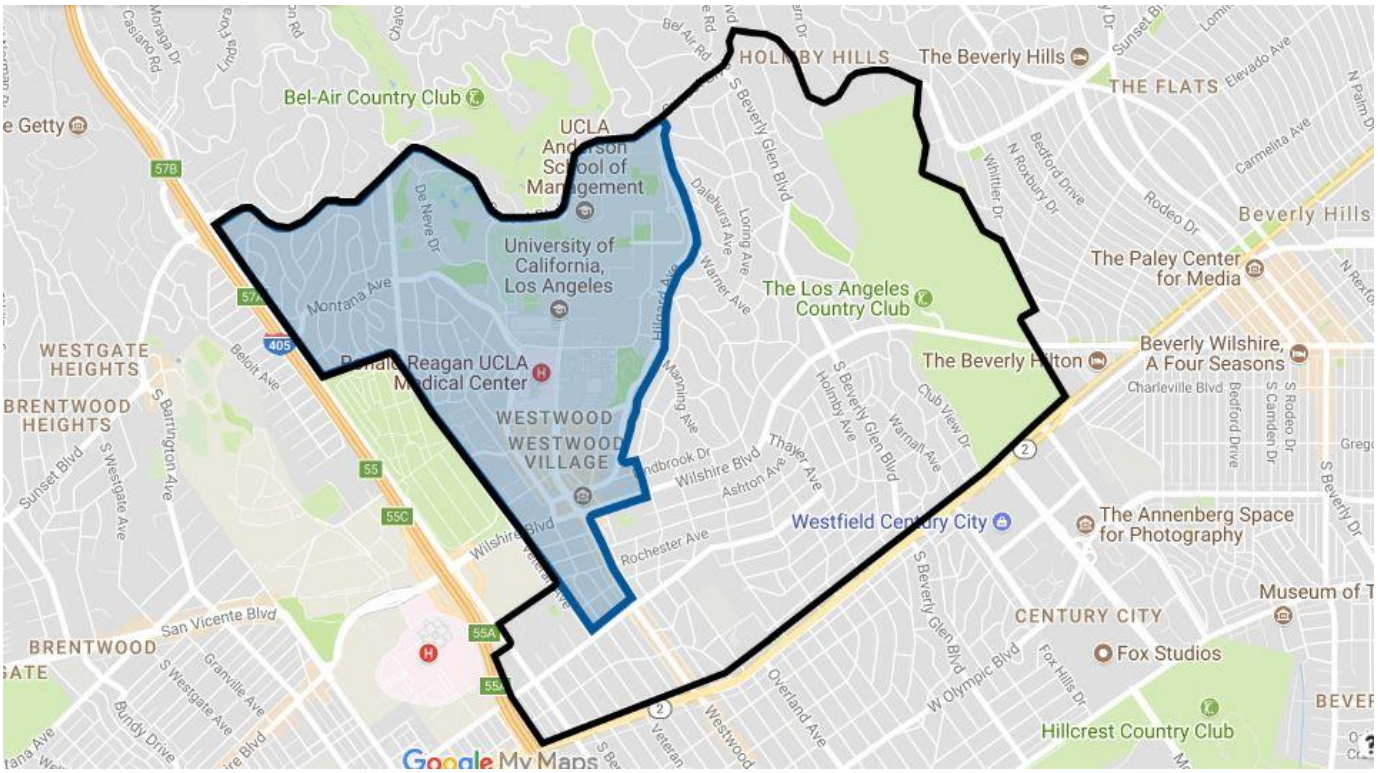
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Proposed North Westwood Neighborhood Council Boundaries



Proposed North Westwood Neighborhood Council Boundaries	

The Existing Westwood Neighborhood Council and the Proposed North Westwood Neighborhood Council's Boundaries



Existing Westwood Neighborhood Council Boundaries	
Proposed North Westwood Neighborhood Council Boundaries	

NEIGHBORHOOD COUNCIL BYLAWS

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ATTACHMENT A – Map of Neighborhood Council

ATTACHMENT B - Governing Board Structure and Voting

ARTICLE I NAME

The name of this Neighborhood Council shall be the North Westwood Neighborhood Council.

(“Council”).

ARTICLE II PURPOSE

Principles of Governance - The purpose of the Council is to participate as a body on issues concerning our neighborhood and regarding the governance of the City of Los Angeles (“City”) in a transparent, inclusive, collaborative, accountable, and viable manner.

A. The MISSION of the Council is:

1. To provide an inclusive and open forum for public discussion of issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;

2. To advise the City on issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;

3. To initiate, execute and support projects for the physical, social and cultural improvement of the Council area; and

4. To facilitate communication between the City and Community Stakeholders on issues of concern to the community and/or the Stakeholders.

B. The POLICY of the Council is:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council;

2. To remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and committee members, as hereinafter set forth;

3. To utilize the Early Notification System (ENS) to inform the Council and Community Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision-making process;

4. To encourage all Stakeholders to participate in activities of the Council;

5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, gender identity, sexual orientation, age, disability, marital status, income, immigration status, homeowner/renter/homeless status, or political affiliation; and

6. To have fair, open, and transparent procedures for the conduct of all Council business.

ARTICLE III BOUNDARIES

The Council covers a geographic area described below.

Section 1: Boundary Description - The boundaries of the Council shall include the areas within the following lines of demarcation:

A. North – The south side of Sunset Boulevard from Veteran Avenue in the west to Hilgard Avenue in the east ; and

B. East – The east side of Hilgard Ave from Sunset Blvd in the north to Weyburn Ave in the south ; the south side of Weyburn Ave from Hilgard Ave in the west to Malcolm Avenue in the east; the west side of Malcolm Ave from Weyburn Ave in the north to Wilshire Boulevard in the south; the east side of Westwood Blvd from Wilshire Blvd in the north to Ohio Avenue in the south; and

C. South – The south side of Wilshire Blvd from Malcolm Ave in the east to Westwood Blvd in the west ; the north side of Ohio Ave from Westwood Blvd in the east to Veteran Ave in the west; and

D. West –The east side of Veteran Ave from Wilshire Blvd in the north to Ohio Ave in the south; the eastern side of the I-405 Freeway between Sunset Blvd in the North and Wilshire Blvd in the south, excluding the Veteran's Administration property. The boundaries of the Council are set forth in Attachment A - Map of the North Westwood Neighborhood Council.

Section 2: Internal Boundaries: Not applicable

ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. “Stakeholders” shall be defined as those who live, work, or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council’s boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

ARTICLE V GOVERNING BOARD

The Board of Directors (“the Board”) shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils

Section 1: Composition - The Board shall consist of fifteen (15) Stakeholders, who must be eighteen (18) years of age or older, who are elected, selected or appointed by the Board and/or Community Stakeholders.

The composition of the Board shall be as follows:

A. Homeowner Stakeholder Board Members (1) – Open to Stakeholders who own a residence that is located within the NC boundaries.

B. Renter Stakeholder Board Members (2) – Open to Stakeholders who rent a residence located within the NC boundaries.

C. General Residential Stakeholder (1) – Open to Stakeholders who spend the majority of their sleeping hours within the NC boundaries, either as a homeowner, renter, person who experiences homelessness, or person who sublets or otherwise informally lives within the boundaries.

D. Business Stakeholder Board Members (2) – Open to Stakeholders who work at or own a business or business property within the NC boundaries.

E. Undergraduate Student Member (1)—Open to stakeholders who are undergraduate students at a university or college within the NC boundaries. Students need not be currently enrolled as long as they have been enrolled within the past 460 days and intend to re-enroll within the next 460 days.

F. Graduate Student Member (1)—Open to stakeholders who are current graduate or professional students at a university or college within the NC boundaries. Students need not be currently enrolled as long as they have been enrolled within the past 460 days and intend to re-enroll within the next 460 days.

G. University Staff or Administrative Member (1) – Open to stakeholders who work at a university or college within the NC boundaries in a capacity in which they spend the majority of their time neither conducting academic research nor teaching. Employee need not be currently employed as long as they have been employed within the past 460 days and intend to be re-employed within the next 460 days.

H. Faculty Member (1) – Open to stakeholders who work at a university or college within the NC boundaries in a capacity in which they spend the majority of their time conducting academic research and/or teaching. Employee need not be currently employed as long as they have been employed within the past 460 days and intend to be re-employed within the next 460 days.

I. Organizational Stakeholder Board Members (2) – Open to Stakeholders who actively participate in a religious organization, educational institution, community organization, non-profit organization, neighborhood association, chamber of commerce, business improvement district, sorority, fraternity, school/parent group, student association, arts association, service organization, cultural group, etc. that primarily operates within the NC boundaries.

G. At-Large Stakeholder Board Members (3) – Open to Stakeholders of any category.

Section 2: Quorum - The quorum shall be 8 members of the Board.

Section 3: Official Actions - A simple majority vote by the Board members present, not including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.

Section 4: Terms and Term Limits – Elected board members shall serve a two (2) year term. Terms of office shall begin when and be extended until each election is certified by the City. Board members may serve no more than 9 consecutive years on the Council Board, and may not be elected to a term of office that, if fully served, would cause them to exceed 9 consecutive years of service. Variances of up to 5 months may be granted by the Council Board to these term limits, to prevent members from being disqualified from further service as a result of the City shifting the days it holds or certifies elections.

Section 5: Duties and Powers - The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

Section 6: Vacancies – Vacancies on the Board shall be filled by the Board using the following procedure:

A. Within 4 days of a position becoming vacant, the Council shall notify the public of the opportunity to apply for the open position through its website and any other efficient channels of communication.

B. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Board.

C. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.

D. The Board shall vote on the application at the meeting. If multiple applications for one seat have been submitted, the candidate with the most votes wins.

E. The candidate who wins shall fill the remaining term of the Board seat unless an election or selection occurs sooner.

F. In no event shall a vacant seat be filled where a general election is scheduled to occur within sixty (60) days of the date that a written application is presented to the Board.

Section 7: Absences - Any Board Member who misses three Neighborhood Council Governing Board Meetings within a 12-month period, without such absences being declared valid and excused by the President or the Governing Board, will be subject to removal from the Board. Members unable to attend a meeting must inform the President as soon as circumstances reasonably allow, stating their reasons for non-attendance, whereupon the President may deem their absences excused. Each Council Board Member absence shall be recorded in the Council's Meeting Minutes or other manner of Council record keeping, and, upon missing the required number of Board Meetings for removal, the Council Presiding Officer shall notify the Board Member of the absences and place on the agenda the removal of the Board Member at a regular or special Board meeting whereupon the Board shall determine the validity of the absences before taking action to remove the Board Member. Any meeting of the Neighborhood Council Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

Section 8: Censure - The Council can take action to publicly reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Council Board meeting. Censures shall be placed on the agenda for discussion and action. At least a two-thirds vote by the Board members present, including abstentions, at a meeting at which there is a quorum shall be required to take such action.

Section 9: Removal of Governing Board Members – The Council shall consult with the Office of the City Attorney throughout any Board removal process. Board members may be removed in the following ways:

A. Petition by Stakeholders– A Board member may be removed from office by the submission of a written petition to the Secretary, which includes: i) the identity of the Board member to be removed, ii) a description, in detail, of the reason for removal, and iii) the valid signatures of 200 Stakeholders.

1. Upon receipt of a written petition for removal, the Secretary shall cause the matter to be placed on the agenda for a vote of the Board at the next regular Council meeting.

2. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board Members.

3. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

B. Petition by Board - A Board Member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws, Operating Procedures or Code of Conduct following a Board Member's submission to the Board of a petition which includes: i) the identity of the Board Member to be removed, ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person, and iii) contains the signatures of at least three (3) Board members.

1. The petition shall be delivered simultaneously to all Board Members and the matter placed on the agenda and scheduled for a vote at the next regular Board Meeting.

2. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board Members.

3. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

4. The Board member being removed must first have been censured by the Board once for the same action before a Petition by the Board for removal shall be considered by the Council.

If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council's vacancy clause.

The Council shall not consider petitions for the removal of a board member more than once unless new reasons are offered for removal.

Section 10: Resignation - A Board member may resign from the Council, and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board for discussion and action at a Board meeting. However, board members who remain stakeholders but whose stakeholder category has shifted may serve out the remainder of their term in the seat to which they were elected or selected (e.g. if a renter buys a home in Westwood, or an undergraduate student becomes a grad student, they could respectively retain their renter and undergrad seats until the next election but then would thereafter have to seek seats that correspond with their new stakeholder status.) Removal of the resigning Board member requires a majority of the attending Board members

Section 11: Community Outreach - The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the regular Council meeting.

The Council shall maintain a website presence to disseminate information to Council Stakeholders and others interested in the Council.

In addition, the Board shall create, or shall cause to be created, a marketing plan to solicit participation from Stakeholders. The plan may include, for example, the creation of flyers, postcards, pamphlets and other related materials. It may also include e-mail blasts to various organizations including a regularly scheduled e-blast to local government officials and to the Business Improvement District, Neighborhood Associations, Student Associations and other local organizations as determined by the Board.

ARTICLE VI OFFICERS

Section 1: Officers of the Board - The officers of the Board (“Officers”) shall include the following positions which altogether comprise the Executive Committee: President, Vice President, Secretary, and Treasurer.

Section 2: Duties and Powers - The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board:

A. The President shall act as the chief executive of the Council and shall preside at all Council meetings.

B. The Vice President shall serve in place of the President if the President is unable to serve.

C. The Secretary shall keep minutes of all Board meetings. An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Board member, he or she shall not have any of the rights of a Board member, including the right to vote on matters before the Council.

D. The Treasurer shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the Council's Financial Management Plan and the Department's policies and procedures.

Section 3: Selection of Officers -

Officer positions shall be filled at the first official Board meeting following the election of the board, each 2 years.

Section 4: Officer Terms - The Officers shall serve 2 year terms and serve at the pleasure of the Board. They may stand for reelection every 2 years.

ARTICLE VII COMMITTEES AND THEIR DUTIES

All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

Section 1: Standing Committees – The Standing Committees of the Council are: The Executive Committee, the Budget and Finance Committee, The Outreach and Communications Committee, The Planning and Land Use Committee, The Elections Committee, and the Community Activities and Projects Committee.

Section 2: Ad Hoc Committees – The Board may create Ad Hoc Committees as needed to deal with temporary issues.

Section 3: Committee Creation and Authorization

A. Committee Authority - All committee recommendations shall be brought back to the full Board for discussion and action.

B. Committee Structure – With the exception of the Executive Committee, Committee members shall be appointed by the President and ratified by the Board. Standing Committees shall be comprised of at least two (2) Board members and may include any interested Stakeholders. Ad Hoc Committees shall be comprised of 3 or fewer Board members and may include any interested Stakeholders.

C. Committee Appointment – All Committee Chairs shall be appointed by the President and confirmed by the Board. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.

D. Committee Meetings – Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes shall be taken at every Committee meeting.

E. Changes to Committees - The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes.

F. Removal of Committee Members – The President may recommend that the Board remove a committee member. Removal shall require a majority vote of those board members in attendance.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (California Government Code Section 54950.5 et seq.), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place - All meetings shall be held within the Council boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

A. Regular Meetings - Regular Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.

B. Special Meetings – The President or a majority of the Board shall be allowed to call a Special Council Meeting as needed.

Section 2: Agenda Setting –

The President shall set the agenda for each Council meeting.

Any Stakeholder may make a proposal for action by the Council by submitting a written request to the Secretary or during the public comment period of a regular Council meeting. The Secretary shall promptly refer the proposal to a Standing Committee or the Board. At the next regular Council meeting, the Board shall either consider the proposal or create an Ad Hoc Committee to consider the proposal. The Council is required to consider the proposal, or to pass a motion objecting to consideration of the proposal and stating the reasons for this objection, at a Committee or Board meeting, but is not required to take further action on the proposal.

Proposals made under this subsection are subject to the rules regarding reconsideration.

Section 3: Notifications/Postings – Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. At a minimum, notice shall be posted at the Council's five (5) Public Notice Locations specified on the Posting Location Form filed with the Department, on its website (if applicable) and emailed out to Stakeholders if the Council maintains such a database. Regular and Special meeting agendas shall also be emailed to the Department.

Section 4: Reconsideration

The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

a. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.

b. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred. The Council may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.

c. A Motion for Reconsideration may be proposed only by a member of the board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").

d. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.

e. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.

f. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.

g. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

ARTICLE IX FINANCES

A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum funding allocation requirements.

B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.

C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.

D. Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.

E. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

F. The Council will not enter into any contracts or agreements except through the Department.

ARTICLE X ELECTIONS

Section 1: Administration of Election - The Neighborhood Council's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections. The Council shall make voting as accessible as possible to its stakeholders by allowing not only in-person voting but also online voting when feasible. The Council may also consider allowing other forms of voting such as voting by mail.

Section 2: Governing Board Structure and Voting - The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age - All Community Stakeholders aged sixteen (16) years old and above shall be entitled to vote in the Neighborhood Council Elections.

Section 4: Method of Verifying Stakeholder Status

Voters will verify their Stakeholder status through written self-affirmation.

Section 5: Restrictions on Candidates Running for Multiple Seats

A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

Section 6: Other Election Related Language: Not Applicable

ARTICLE XI GRIEVANCE PROCESS

A. Any grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed on the agenda for the next regular Council meeting.

B. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel.

C. Within two (2) weeks of the panel's selection, the Board shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.

D. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting.

E. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at Council meetings.

F. Board members are not permitted to file a grievance against another Board member or against the Council.

ARTICLE XII PARLIAMENTARY AUTHORITY

The Council shall use the:

Rosenberg's rules of order when conducting Council meetings. If Rosenberg's rules of order are silent on an issue, the Council shall refer to Robert's rules of order.

Additional rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board.

ARTICLE XIII AMENDMENTS

A. Any Board member may propose an amendment to these Bylaws by requesting that the Secretary place the item on the agenda.

B. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of a regular Council meeting.

C. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular Council meeting.

D. An amendment to these bylaws requires a two-thirds vote of the Board members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.

E. Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.

ARTICLE XIV COMPLIANCE

The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, county, state and federal laws, including, without limitation, the Plan for Citywide System of Government (hereinafter referred to as “the Plan”), the City Code of Conduct, the City Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1), the Brown Act (California Government Code Section 54950.5 et seq.), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1: Code of Civility – The Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner.

Section 2: Training – All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within forty-five (45) days of being seated, or they will lose their Council voting rights.

Section 3: Self Assessment – Every year, the Council shall conduct a self assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A: Boundaries of the North Westwood Neighborhood Council



ATTACHMENT B: Governing Board Structure and Voting North Westwood Neighborhood Council - 15 board Seats

Board Position	# Of Seats	Elected or Appointed?	Eligibility To Run For The Seat	Eligibility to Vote For The Seat
Seat 1: Homeowner Stakeholder	1	Elected	Open to Stakeholders who own a residence	All Community Stakeholders aged

Term: 2 Years			that is located within the NC boundaries.	sixteen (16) years old and above.
Seats 2-3: Renter Stakeholders Term: 2 Years for the 2 highest vote getters	2	Elected	Open to Stakeholders who rent a residence located within the NC boundaries.	All Community Stakeholders aged sixteen (16) years old and above.
Seat 4: General Residential Stakeholder Term: 2 Years	1	Elected	Open to Stakeholders who spend the majority of their sleeping hours within the NC boundaries, either as a homeowner, renter, person who experiences homelessness, or person who sublets or otherwise informally lives within the boundaries.	All Community Stakeholders aged sixteen (16) years old and above.
Seats 5-6: Business Stakeholders Term: 2 Years for the 2 highest vote getters	2	Elected	Open to Stakeholders who work at or own a business or business property within the NC boundaries.	All Community Stakeholders aged sixteen (16) years old and above.
Seat 7: Undergraduate Student Member Term: 2 Years	1	Elected	Open to stakeholders who are undergraduate students at a university or college within the NC boundaries. Students need not be currently enrolled as long as they have been enrolled within the past 460 days and intend to re-enroll within the next 460 days.	All Community Stakeholders aged sixteen (16) years old and above.
Seat 8: Graduate Student Member Term: 2 Years	1	Elected	Open to stakeholders who are current graduate or professional students at a university or college within the NC boundaries. Students need not be currently enrolled as long as they have been enrolled within the past 460 days and intend to re-enroll within the next 460 days.	All Community Stakeholders aged sixteen (16) years old and above.

Seat 9: University Staff or Administrative Member Term: 2 Years	1	Elected	Open to stakeholders who work at a university or college within the NC boundaries in a capacity in which they spend the majority of their time neither conducting academic research nor teaching. Employee need not be currently employed as long as they have been employed within the past 460 days and intend to be re-employed within the next 460 days.	All Community Stakeholders aged sixteen (16) years old and above.
Seat 10: Faculty Member Term: 2 Years	1	Elected	Open to stakeholders who work at a university or college within the NC boundaries in a capacity in which they spend the majority of their time conducting academic research and/or teaching. Employee need not be currently employed as long as they have been employed within the past 460 days and intend to be re-employed within the next 460 days.	All Community Stakeholders aged sixteen (16) years old and above.
Seats 11-12: Organizational Stakeholders Term: 2 Years for the 2 highest vote getters	2	Elected	Open to Stakeholders who actively participate in a religious organization, educational institution, community organization, non-profit organization, neighborhood association, chamber of commerce, business improvement district, sorority, fraternity, school/parent group, student association, arts association, service organization, cultural group, etc. that primarily operates within the NC boundaries.	All Community Stakeholders aged sixteen (16) years old and above.

Seats 13-15: At-Large Stakeholders Term: 2 Years for the 3 highest vote getters	3	Elected	Open to Stakeholders of any category.	All Community Stakeholders aged sixteen (16) years old and above.

Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:04:21 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:04:52 PM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Thu, Mar 1, 2018 at 9:13 AM
Subject: RE: Need to Reschedule DONE Community Meeting
To: Gibson Nyambura <gibson.nyambura@lacity.org>

Hi Gibson,

Sure. You can call my cell anytime, 310.985.5777

Thanks,

Lisa

From: Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
Sent: Wednesday, Fe[redacted], 2[redacted]3 PM
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>

Subject: RE: Need to Reschedule DONE Community Meeting

Lisa,

Do you have sometime to speak tomorrow? What would be the best time to contact you?

Gibson Nyambura
Project Coordinator
Department of Neighborhood Empowerment
14410 Sylvan Street
Van Nuys, CA 91406
Tel: 818-374-9898

On Feb 26, 2018 11:05 AM, "Chapman, Lisa" <[redacted]@[redacted]ucla.edu> wrote:

> Hi Grayce,

Please clarify a few things if you would.

Who exactly approves the subdivision application, and when is that done? It sounds from what has been sent here, that DONE approves the subdivision application on their own. But even the Westwood Forward group is under the impression that it also needs to have BONC have this “community meeting” first. You mention below, that BONC will not be taking action on this matter. Does this application have to go through the process of the BONC community meeting first? We would like to know with clarity what the final timeline looks like at this point.

Secondly, it is a very real disappointment that this formation group must only conduct outreach in their proposed boundaries. That being said, how do you determine that they have done that? Our council has close ties with the Westwood business community in the Village, esp as we have 4 business seats representing them. There has been very little to no outreach done in the Village. How would you even determine that there WAS adequate outreach done to this huge area? Their signatures are not business signatures, I am sure 95% are all from students.

Also, how is it that the Westwood Hills homeowner group has now been included in WW Forward’s boundaries, but they get no say in what the by-laws read?

I also saw their bylaws, and they have used the UCLA name in many of their seats. That is a trademarked name, and I don’t believe it can be used this way. I believe they must say college student or the such, not UCLA. Our NC had to do the same in 2010, why would the rules be any different?

We will await your reply.

Thanks,

Lisa

From: Grayce Liu [mailto:grayce.liu@lacity.org]
Sent: Friday, Febru
To: Sandy Brown <[redacted]>
Cc: St <[redacted]>; Tegnazian Terry <terrteg@earthlink.net>; Chapman, Lisa <[redacted]@[redacted]ucla.edu>; Mike Fong <Mike.Fong@lacity.org>; Gibson Nyambura <gibson.nyambura@lacity.org>; Broide Barbara <bbroide@hotmail.com>; Doug Fitzsimmons <chair@westsidecouncils.com>; Sann Steven <stevesann2001@yahoo.com>; westwoodhillsboard@yahoogroups.com
Subject: Re: Need to Reschedule DONE Community Meeting

Hi, Sandy,

Hope all is well. Thanks for your email. I am sorry to hear of your frustration with the information we have provided about the subdivision. I don't know where the word "hearing" came from either, and when I saw it being used, I tried to clarify it was not a hearing, but a community meeting with the Board of Neighborhood Commissioners. My apologies if one of our staffers accidentally used "hearing" in reference to the community meeting.

Per the letter to the North Westwood Formation Committee, which was also emailed to the WWNC on February 9th, we provided details that EmpowerLA would present the subdivision application and the Formation Committee, WWNC and the public would have the opportunity to speak on the matter. Please refer back to this letter for the details as they answer many of the questions in this email chain about who gets to speak and what is happening at this community meeting. The Commission is not taking action on this matter. This community meeting was suggested by the Commission prior to our department's approval of any subdivision application to provide everyone information on the application and the process.

As for how we approve an application to move onto the election phase, we are guided by the subdivision ordinance that the application meets the components of Article III, Section 2 of the Plan for a Citywide System of Neighborhood Councils. We did note in the letter to the Formation Committee that the proposed boundaries would not result in compact and contiguous boundaries for both the new Neighborhood Council and the WWNC unless some changes were made, which the Formation Committee was open to doing.

One particular area that has been brought up is outreach, which states in Section 2, (b):

"The outreach process used to identify stakeholders within the proposed Neighborhood Council boundary must be described in detail. In order to demonstrate a good faith effort towards achieving a diversity of stakeholder representation, an applicant(s) shall collect no less than 200 and no more than 500 signatures from stakeholders that have an interest within the proposed Neighborhood Council boundaries. Signatures shall, to the maximum extent feasible, reflect the broadest array of Community Stakeholders who will actively participate in the proposed Neighborhood Council. "

We know that with a signature requirement of 200-500, it is not possible to contact everyone in a proposed Neighborhood Council and that not all stakeholders will "actively participate" in the proposed Neighborhood Council. Submitting the requisite number of signatures satisfies this section so long as every single one is not the same type of stakeholder, e.g. homeowners, workers, etc. In those cases, the remedy is not rejection of the application, but working with the Formation Committee to obtain the signatures of other stakeholder types so more than one type of stakeholder is notified. Because we are suggesting changing the proposed boundaries to meet the "compact and contiguous" requirement, we will not hold it against the Formation Committee if they have not yet had an opportunity to notify areas that may now be included in the proposed boundaries.

Aside from the signatures, there is no other outreach requirement prior to the submission of the application. If the application is approved for the election phase, then EmpowerLA will hold additional community information meetings about the subdivision both within the proposed Neighborhood Council and in the existing Neighborhood Council as stated in the letter. We also encourage both the Formation Committee and the affected Neighborhood Council to notify stakeholders of the election. We are just at the beginning of the entire outreach process. As I have been contacted by various types of stakeholders in the Westwood community even if it is to express concern that they are just finding out about the application, they do know about the application, and there is still plenty of time to provide more information. The application is posted on our website. Ultimately, the stakeholders will make the final decision if a subdivision application that has met the Plan components succeeds via their vote at the subdivision election.

I hope this provides clarification about the subdivision process. As for Stephen not receiving the emails, this is the first I am hearing about it. We are using the contact information he provided to us at sresnick@wwnc.org. We did not receive a bounce back on our side so he should check his spam. If he still can't find the email or if he would prefer that we use a different address, please have him contact Gibson or rosters@empowerla.org so we can assist.

Please let me know if you have any other questions. Have a great weekend!

Best,

Grayce Liu
General Manager

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

Office | 213-978-1551 Fax | 213-978-1751

Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

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EMPOWERLA LEADERSHIP ACADEMY

On Fri, Feb 23, 2018 at 10:22 AM, Sandy Brown <[redacted]> wrote:

> Hi Grayce,
>
> This is all quite frustrating and really demonstrates the problems in your office. There are so many mixed messages coming from DONE that I wonder what I should believe.
>
> Stephen Resnick is the secretary of the Westwood Neighborhood Council. He received NOTHING from Mike Fong. This BONC “whatever it is” has been described as way too many things by your office and BONC. Is it a "community meeting", a “hearing", an "informational meeting,” it is "not a hearing, but an outreach meeting to provide stakeholders information about the application?" What is it? What is the community expected to do? Do you understand my frustration? I have used quotes as to what your office and commissioners have called it.
>
> Please, set the record straight for the last time. Really, this is unacceptable. Additionally, Mike Fong should have Stephen Resnick on the WWNC board member list. Please update it as he’s been in his position since the WWNC had it’s first meeting years ago.
>
> Thank you.
>
> Sandy Brown

On Feb 23, 2018, at 10:05 AM, Grayce Liu <grayce.liu@lacity.org> wrote:

Hi, Stephen,

Hope all is well. Thanks for your email. Yes, I know that Mike sent out the notification in the morning, but those only went to the Formation Committee and the Westwood Neighborhood Council. I closed the loop with Terry the first opportunity I had since my last email to Terry stated the meeting was still on.

Please let me know if you have any other questions.

Best,

Grayce Liu
General Manager

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

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EMPOWERLA LEADERSHIP ACADEMY

On Thu, Feb 22, 2018 at 7:11 PM, Stephen Resnick <[redacted]> wrote:

> Hi Grayce,

Are you aware that MIke Fong sent out an email at 8:45am that the meeting was cancelled? Yet you didn't send out an email to the Westwood community announcing the cancellation until 5:45pm. Can you provide an explanation as to why some get primary notification first thing in the morning but others get secondary notification at the end of the day?

On Thu, Feb 22, 2018 at 5:44 PM, Grayce Liu <grayce.liu@lacity.org> wrote:

> Hi, Terry,
>
> Hope all is well. This is a follow up that the February 26th community meeting is being rescheduled by the Board of Neighborhood Commissioners. We will provide an update once they identify another date.
>
> Please let me know if you have any other questions. Have a good evening!
>
> Best,
>
> Grayce Liu
> General Manager
>
> **Department of Neighborhood Empowerment**
>
> 200 N. Spring Street, Suite 2005
>
> Los Angeles, CA 90012
>
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> EMPOWERLA LEADERSHIP ACADEMY

On Wed, Feb 21, 2018 at 1:36 PM, Grayce Liu <grayce.liu@lacity.org> wrote:

Hi, Terry,

The information community meeting with the Board of Neighborhood Commissioners is still scheduled for February 26th. It is not a hearing, but an outreach meeting to provide stakeholders information about the application.

Please let me know if you have any other questions.

Best,

Grayce Liu
General Manager

Department of Neighborhood Empowerment

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On Wed, Feb 21, 2018 at 1:32 PM, Terry Tegnazian <terrteg@earthlink.net> wrote:

> Thanks, Grayce. In the meantime, has the Feb. 26 hearing been taken off calendar?
>
> Terry

From: Grayce Liu [mailto:grayce.liu@lacity.org]
Sent: Wednesday, February 21, 2018 1:28 PM
To: Stephen Resnick; Terry Tegnazian; Lisa Chapman; Sandy Brown
Cc: Mike Fong; Gibson Nyambura; Semee Park; Joan Pelico; Jasmine Shamolian; Faisal Alserri; Paul Koretz; Barbara Broide; Doug Fitzsimmons

Subject: Re: Need to Reschedule DONE Community Meeting

Hi, Stephen, Terry, Lisa and Sandy,

Hope all is well. Thank you for all of your comments. We are reviewing them with the City Attorney's Office.

Please let me know if you have any other questions or comments.

Best,

Grayce Liu
General Manager

Department of Neighborhood Empowerment

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Los Angeles, CA 90012

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On Tue, Feb 20, 2018 at 2:23 PM, Stephen Resnick <[redacted]> wrote:

Dear Grayce,

Outreach. That is the byword of the Department of Neighborhood Empowerment. The yardstick by which neighborhood councils are measured. The more people that are contacted and the more people that get involved in NCs and come to meetings, the better. At least that's what I recall from a lengthy conversation you and I had some time ago.

During our conversation I also recall mentioning **the great work the Westwood Neighborhood Council** has done in the community. Except for operating expenses, **all funds are given to local groups and organizations** in the form of grants. One outstanding example of this is $5,000 that went to the UCLA Food Bank. These grants are one of the hallmarks of the Westwood Neighborhood Council.

With these things in mind, it is quite something then as to the controversy surrounding the application for the North Westwood subdivision. **Community Leaders and Presidents have advised you that proper outreach was not done.** They have also advised you of **gerrymandered boundaries.** Most certainly I was not contacted and I am not aware of WHA members being contacted regarding this proposed subdivision. The lack of outreach and the gerrymandering of boundaries are serious deficiencies that concern the appropriateness of the subdivision application, but also speak of the weakness of the subdivision process itself.

Then there is the conduct surrounding the application. **The WWNC is frequently and consistently insulted and accused of all manner of things.** This **abuse**, sometimes quite directed, continues unabated at each and every WWNC meeting.

Grayce, something went terribly wrong with this process. The application does not meet requirements. The abuse does not meet community standards. The WWNC gets a reputation that is not warranted. WWNC is a valued member of the community and doesn't deserve all that has happened. The Westwood Community doesn't deserve all that has happened.

Today, right now, we have what I call a **MOMENT OF TRUTH**. A singular opportunity that doesn't come along very often. An opportunity for DONE to insert itself in the process and say enough; it's time for a pause; it's time to meet. Please promote confidence in the NC system. Please promote that the Westwood Neighborhood Council and all 19 council members, along with the Westwood Community must be respected.

Stephen Resnick,

Member, Westwood Neighborhood Council

President, Westwood Homeowners Association

On Tue, Feb 20, 2018 at 11:32 AM, Terry Tegnazian <terrteg@earthlink.net> wrote:

Following up on my email below, I would like to elaborate. If the application was fatally flawed because it did not include what DONE feels is a required area (i.e., Westwood Hills), the proper action for DONE was to reject the application in its current form and aske the organizers to correct and resubmit.

DONE's own rules, at http://empowerla.org/subdivision/, require **as part of the petition** that, "*the outreach process used to identify stakeholders within the proposed Neighborhood Council boundaries must be described in detail* and 200 to 500 signatures from stakeholders that have an interest within the proposed Neighborhood Council boundaries must be submitted and should reflect the broadest array of stakeholders who will actively participate in the proposed Neighborhood Council."

Since Westwood Hills was not included in the petition boundaries, the petition could not possibly have described (in the required detail, or at all!) any outreach process to our neighborhood. And in fact there was NO OUTREACH to our neighborhood. **Therefore the petition fails on its face.**

If DONE chooses to nevertheless proceed with a hearing at this time, DONE will be violating its own rules. Surely that is not your intent.

Therefore the only logical solution is to reject the petition, and send it back to the organizers to follow the proper procedure.

Thank you,

Terry Tegnazian

President, Westwood Hills Property Owners Association

From: Terry Tegnazian [mailto:terrteg@earthlink.net]
Sent: Friday, February 16, 2018 11:40 AM
To: 'Grayce Liu'; Stephen Resnick; Lisa Chapman
Cc: Sandy Brown; Mike Fong; Gibson Nyambura; Semee Park; joan.pelico@lacity.org; jasmine.shamolian@lacity.org; faisal.alserri@lacity.org; paul.koretz@lacity.org
Subject: RE: Need to Reschedule DONE Community Meeting

Dear Ms. Liu – thank you for your email, but it is not responsive to the serious concerns expressed by our community. Most importantly, meaningful outreach cannot occur after the fact.

As best we can tell, the Westwood Hills neighborhood was annexed into the boundaries of the proposed North Westwood NC (NWNC) only last Friday, Feb. 9. We received NO NOTICE of this from either DONE or the organizers – no advance notice, and not even the courtesy of copying us on Mr. Fong's Feb. 9 letter. We heard about it third-hand over the weekend from a Westwood Hills neighbor who heard about it from a friend in another neighborhood.

With the significant change in boundaries, NWNC has effectively created a new application, whose filing date is Feb. 9, 2018. As a result, **the entire process must be halted and started anew with the new boundaries and meaningful outreach to and participation by our neighborhood**.

In addition, the organizers of NWNC have failed to meet their legal obligation to outreach to all affected stakeholders – outreach means a voice in the process, not just informing some people of what has already been done.

No outreach at all has been done to any of the stakeholder communities in the existing Westwood NC, which will be impacted by the current NWNC proposal. Effective outreach is not only a legal requirement, but is critical to a fair and unbiased democratic procedure – particularly because the proposed NWNC splits recognized communities in two and severs connections among related communities. For example, the Westwood Homeowners neighborhood south of Wilshire is being split in two, the Persian and Wilshire Corridor business communities are being split in two, and our neighborhood and the business communities are being severed from the other parts of the Westwood community.

Thank you for your attention to these serious concerns and flaws in the process.

Very truly yours,
Terry Tegnazian
President, Westwood Hills Property Owners Association

From: Grayce Liu [mailto:grayce.liu@lacity.org]
Sent: Friday, February 16, 2018 9:53 AM
To: Stephen Resnick; Lisa Chapman; Terry Tegnazian

Cc: Sandy Brown; Mike Fong; Gibson Nyambura; Semee Park
Subject: Re: Need to Reschedule DONE Community Meeting

Hi, Terry, Stephen, and Lisa,

Hope all is well. Thanks for your emails. Gibson gathered the information about the conflicting community meeting last night, and we will review the request to change the February 26th meeting. Please expect a response on Tuesday, the 20th, as Monday is a holiday.

I understand from Terry and Lisa's emails that they would like more time for outreach to be conducted. Please note that if the North Westwood Subdivision Application moves to the election phase, the election would be in late May, which would provide the Formation Committee and the Department additional time to conduct outreach to the community about the proposed subdivision. We are under deadlines to complete the election within 90 days from the date of application approval.

I am out for the rest of the day, but if you have any other questions, please contact Gibson or Mike. Thank you.

Best,

Grayce Liu
General Manager

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

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EMPOWERLA LEADERSHIP ACADEMY

On Tue, Feb 13, 2018 at 2:42 PM, Stephen Resnick <[redacted]> wrote:

Hi Grayce,

I'm following up my voice message with this email. I wrote to Mike Fong yesterday in regard to his February 9 letter about the North Westwood NC subdivision. I now understand he is out until Friday so I'm bringing an issue to your attention.

In his letter he stated that there would be a "special community meeting" on February 26. I don't know how that date was selected but it conflicts with an important community meeting. Further, this meeting has been scheduled for some time. I would think Community Leaders would want to attend both meetings but obviously one can't be in two places at once.

I therefore request that this special community meeting be rescheduled so all can attend. Thanks.

Stephen Resnick,

Westwood Neighborhood Council board member

President, Westwood Homeowners Association

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--

Gibson Nyambura
Neighborhood Council Advocate

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EMPOWERLA LEADERSHIP ACADEMY

Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:03:58 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:04:30 PM GMT-07:00

---------- Forwarded message ----------
From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Thu, Mar 1, 2018 at 3:15 PM
Subject: Re: speaking today
To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>

Sorry Lisa. Been running around. I will call you in the next 30 mins.

Gibson Nyambura
Project Coordinator
Department of Neighborhood Empowerment
14410 Sylvan Street
Van Nuys, CA 91406
Tel: 818-374-9898

On Mar 1, 2018 3:05 PM, "Chapman, Lisa" <[redacted]@[redacted]ucla.edu> wrote:

> Hi Gibson,
>
> I thought you wanted to speak today?
>
> Thanks,
>
> Lisa
>
> Lisa Chapman, MSO II
>
> Practice Manager
>
> UCLA Health
>
> 2001 Santa Monica Blvd. Ste 370/380
>
> Santa Monica, CA 90404
>
> Cell: [redacted]7
>
> [redacted]@[redacted]ucla.edu
>
> UCLA Health

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--

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:03:44 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:04:16 PM GMT-07:00

---------- Forwarded message ----------
From: **Mike Fong** <mike.fong@lacity.org>
Date: Fri, Mar 2, 2018 at 2:07 PM
Subject: North Westwood NC Formation Committee Letter with updated Commission meeting and boundaries info
To: gmeza1997@g.ucla.edu, Arielle Yael Mokhtarzadeh <usapres@asucla.ucla.edu>, Michael Skiles <skiles@ucla.edu>, roxanne.stern@gmail.com, plasmagrey@gmail.com
Cc: Gibson Nyambura <gibson.nyambura@lacity.org>

Good afternoon North Westwood Neighborhood Council Formation Committee -

Hope you are doing well.

Please review attached letter regarding next steps including an upcoming community meeting with the Board of Neighborhood Commissioners.

Thanks!

Best,

Mike

--

Gibson Nyambura
Neighborhood Council Advocate

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E-MAIL: EmpowerLA@lacity.org

GRAYCE LIU
GENERAL MANAGER

www.EmpowerLA.org

March 2, 2018 Sent Via Email

Re: North Westwood Neighborhood Council Subdivision Application Revised Boundaries

Dear North Westwood Neighborhood Council Formation Committee (Formation Committee):

Thank you for your revised boundaries per request in our February 9, 2018 letter.

Per Article III, Section 2 of the Plan for a Citywide System of Neighborhood Councils (Plan) regarding boundaries, the proposed boundaries "should, to the maximum extent feasible, follow historic and contemporary community and neighborhood borders, and shall utilize natural boundaries or street lines and be geographically compact and contiguous."

The new boundary description for the proposed North Westwood Neighborhood Council meets the compact and contiguous requirement and will now be noted in the bylaws as:

Section 1: Boundary Description - The boundaries of the Council shall include the areas within the following lines of demarcation:

A. North – The south side of Sunset Boulevard from the I-405 Freeway in the west to Hilgard Avenue in the east ; and

B. East – The east side of Hilgard Ave from Sunset Blvd in the north to Weyburn Ave in the south ; the south side of Weyburn Ave from Hilgard Ave in the west to Malcolm Avenue in the east; the west side of Malcolm Ave from Weyburn Ave in the north to Wilshire Boulevard in the south; the east side of Westwood Blvd from Wilshire Blvd in the north to Ohio Avenue in the south; and

C. South – The south side of Wilshire Blvd from Malcolm Ave in the east to Westwood Blvd in the west ; the north side of Ohio Ave from Westwood Blvd in the east to Veteran Ave in the west; and

D. West – The east side of Veteran Ave from Wilshire Blvd in the north to Ohio Ave in the south; the eastern side of the I-405 Freeway between Sunset Blvd in the North and Wilshire Blvd in the south, excluding the Veteran's Administration property.

A new map is attached and will be uploaded to our EmpowerLA website tomorrow.

We have rescheduled the community information meeting to present the application with the Board of Neighborhood Commissioners (Commission) to Tuesday, March 13, 2018 at 6:00 pm at Weyburn Commons, 11020 Weyburn Avenue, Los Angeles, CA 90024. Parking will be in Lot 32. Thank you for your assistance in obtaining this location.

Please note that at this meeting, there will be no action taken by the Commission. The purpose of the meeting is to provide information about the subdivision process and the application to the community. Our department will present information on how the application has now met the components of the subdivision with the boundary changes. Your committee will have 5 minutes to share any additional information about the application. If the Westwood Neighborhood Council has taken action on the matter, they will also have 5 minutes to present their position. The public will have an opportunity to weigh in via public comment as well.

After the community meeting, our department will review any feedback received that would affect the application meeting the subdivision components with the Office of the City Attorney. As mentioned in our previous letter, within 5 business days, the Department will issue the final approval or denial of the application. From now up until the final determination of the application, the Department will continue to work with the Formation Committee on any issues that may arise with the application.

Please contact me at mike.fong@lacity.org or (213) 978-1551 if you have any questions.

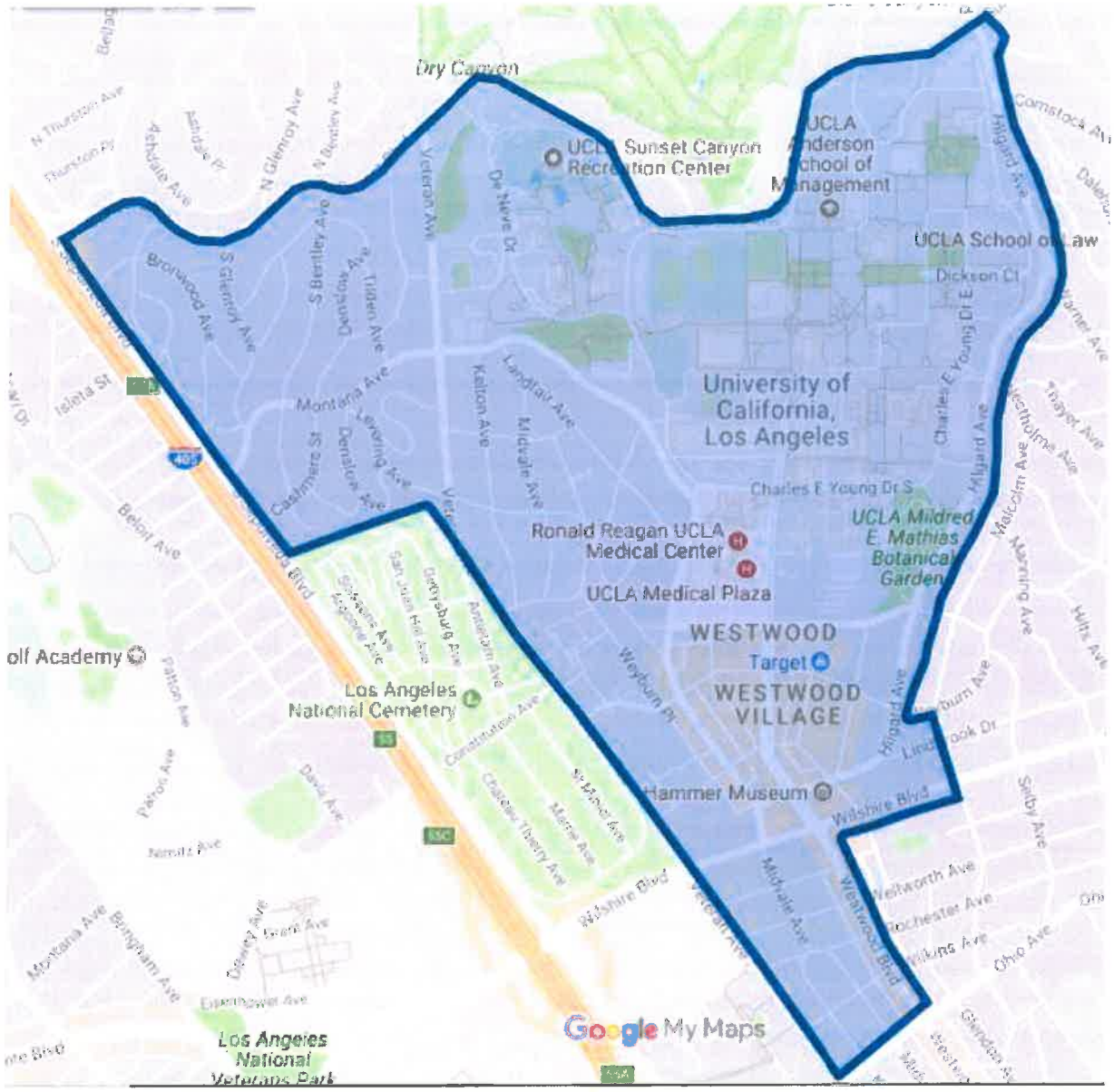
Sincerely,

Mike Fong
Director of Policy and Government Relations
Department of Neighborhood Empowerment

cc: Gibson Nyambura, Neighborhood Empowerment Advocate
Semee Park, Director of Neighborhood Council Operations

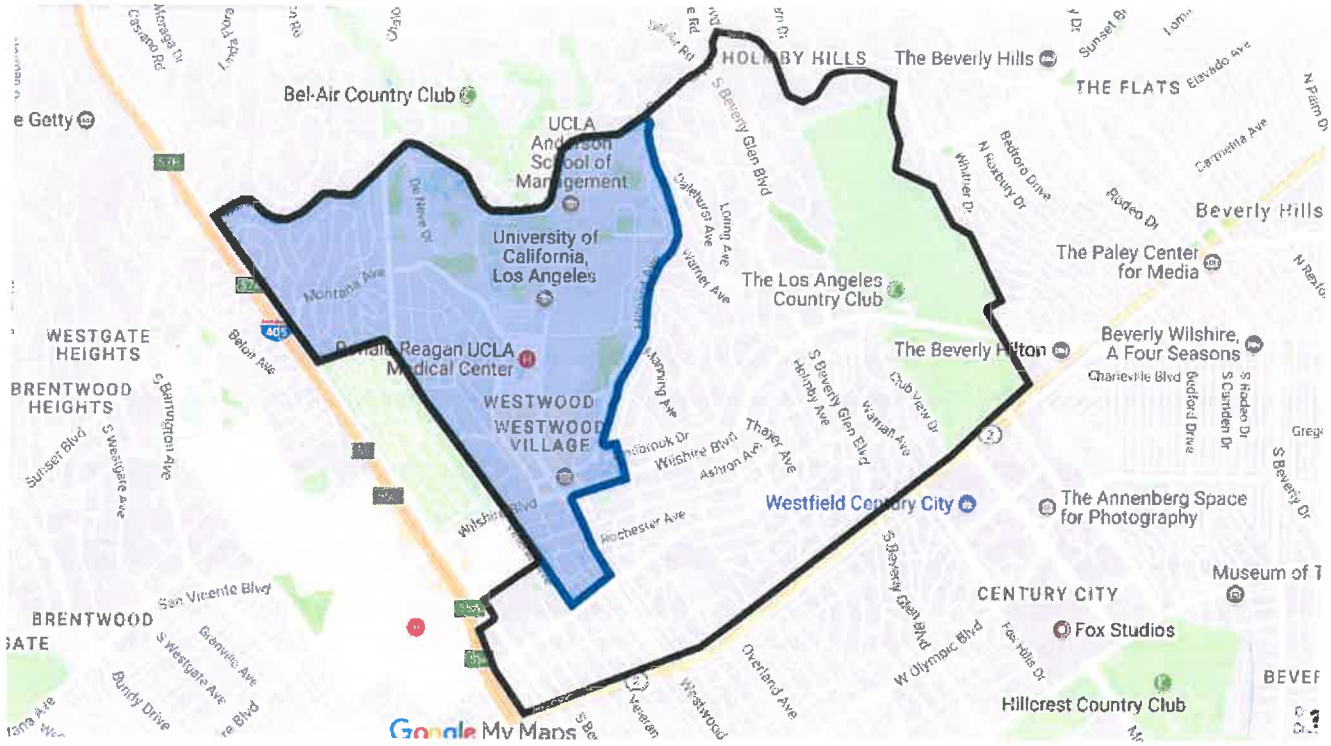
Attachment: Revised Proposed North Westwood Neighborhood Council Map

Proposed North Westwood Neighborhood Council Boundaries



Proposed North Westwood Neighborhood Council Boundaries

The Existing Westwood Neighborhood Council and the Proposed North Westwood Neighborhood Council's Boundaries



Existing Westwood Neighborhood Council Boundaries	
Proposed North Westwood Neighborhood Council Boundaries	

Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:03:13 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:03:45 PM GMT-07:00

---------- Forwarded message ----------
From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Mon, Mar 5, 2018 at 4:08 PM
Subject: Re: hypothetical question
To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>

Lisa,

Is there a date we can set to meet with stakeholders?

Best,

On Mon, Mar 5, 2018 at 11:42 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Thank you.
>
> **From:** Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
> **Sent:** Monday, March 11
> **To:** Chapman, Lisa <[redacted]@[redacted]ucla.edu>
> **Subject:** RE: hypothetical question
>
> Lisa,
>
> No. The choice cannot be made this late.
>
> Best,
>
> Gibson Nyambura
> Project Coordinator
> Department of Neighborhood Empowerment
> 14410 Sylvan Street
> Van Nuys, CA 91406
> Tel: 818-374-9898
>
> On Mar 5, 2018 11:24 AM, "Chapman, Lisa" <[redacted]@[redacted]ucla.edu> wrote:
>
> > That did not answer my question, Gibson. Can the decision be made at this late date?

From: Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
Sent: Monday, March 11
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Subject: Re: hypothetical question

Lisa,

Once the decision has been made, DONE works with the City Clerk to confirm that information. It is not reversible nor be altered after the decision has been made.

Best,

On Fri, Mar 2, 2018 at 2:51 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> No, our by laws state election. My question was can that be changed because of the change in elections to odd year situation?
>
> **From:** Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
> **Sent:** Friday, March 02, 2018 2:50 PM
>
> **To:** Chapman, Lisa <[redacted]@[redacted]ucla.edu>
> **Subject:** Re: hypothetical question
>
> Lisa,
>
> From my understanding, if the bylaws state that the selection process,then I do not see a problem with it.
>
> Best,
>
> On Thu, Mar 1, 2018 at 4:42 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:
>
> > We did already vote. To extend. So now that cannot be changed, correct?
> >
> > **From:** Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
> > **Sent:** Thursday, March 8 4
> > **To:** Chapman, Lisa <[redacted]@[redacted]ucla.edu>
> > **Subject:** Re: hypothetical question

Lisa,

What action did WWNC take on the matter of election? Has the NC already voted on the election decision?

Best,

On Thu, Mar 1, 2018 at 4:15 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Gibson,
>
> If an NC decided to have their election held in 2018 (this year) by SELECTION, is that still possible?
>
> Thanks,
>
> Lisa
>
> Lisa Chapman, MSO II
>
> Practice Manager
>
> UCLA Health
>
> 2001 Santa Monica Blvd. Ste 370/380
>
> Santa Monica, CA 90404
>
> Cell: [redacted]7
>
> [redacted]@[redacted]ucla.edu
>
> UCLA Health
>
> ---
>
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--

Gibson Nyambura

Neighborhood Council Advocate

Department of Neighborhood Empowerment

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:02:58 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:03:30 PM GMT-07:00

---------- Forwarded message ----------
From: **Mike Fong** <mike.fong@lacity.org>
Date: Tue, Mar 6, 2018 at 2:34 PM
Subject: Re: North Westwood NC subdivision - Need to Reschedule DONE Community Meeting
To: Gibson Nyambura <gibson.nyambura@lacity.org>
Cc: "Liu, Grayce" <grayce.liu@lacity.org>, Semee Park <semee.park@lacity.org>

Hi Gibson,

Hope you are doing well.

I have the BONC subdivsion town hall in Chinatown at 6 pm on the 12th. Is there another date/time that may work for a meeting?

Thanks!

Best,

Mike

On Tue, Mar 6, 2018 at 2:12 PM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:

> Mike,
>
> I asked Lisa, she said there are people who would be available to meet in Westwood on March 12th, around 5-6. Is that a good time?
>
> Best,
>
> On Mon, Mar 5, 2018 at 3:49 PM, Mike Fong <mike.fong@lacity.org> wrote:
>
> > Hi Gibson,
> >
> > Hope you are doing well.
> >
> > Thank you so much. Were some dates/times given to you by Lisa as referenced by Terry in the email?
> >
> > DTLA or Westwood (if possible) sounds good.
> >
> > Thanks!
> >
> > Best,
> >
> > Mike

On Mon, Mar 5, 2018 at 10:51 AM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:

> Mike,
>
> I would be willing to help organize it. Should we have the meeting at our Dtla office or somewhere in Westwood?
>
> Best,
>
> On Fri, Mar 2, 2018 at 3:53 PM, Mike Fong <mike.fong@lacity.org> wrote:
>
> > Hi Gibson,
> >
> > Hope you are doing well.
> >
> > Would you happen to have the proposed dates/times reference below for a meeting?
> >
> > Thanks!
> >
> > Best,
> >
> > Mike
> >
> > ---------- Forwarded message ----------
> > From: **Terry Tegnazian** <terrteg@earthlink.net>
> > Date: Fri, Mar 2, 2018 at 2:57 PM
> > Subject: RE: North Westwood NC subdivision - Need to Reschedule DONE Community Meeting
> > To: Grayce Liu <grayce.liu@lacity.org>
> > Cc: Lisa Chapman <[redacted]@[redacted]ucla.edu>, Stephen Resnick <[redacted]>, Sandy Brown <[redacted]>, westwoodhillsboard@yahoogroups.com, Gibson Nyambura <gibson.nyambura@lacity.org>, Mike Fong <Mike.Fong@lacity.org>
> >
> > I believe that Lisa has given Gibson some dates for a meeting. I know that there are representatives of different stakeholder groups that may want to attend this meeting. I will be out of town next Thurs and Fri, 3/8 & 3/9.
> >
> > I think it would be more productive for this meeting, and your follow-up with the city attorney and any follow-up to that, to occur before the BONC hearing.
> >
> > Thanks,
> >
> > Terry
> >
> > **From:** Grayce Liu [mailto:grayce.liu@lacity.org]
> > **Sent:** Thursday, March 01, 2018 5:27 PM

To: Terry Tegnazian
Cc: Lisa Chapman; Stephen Resnick; Sandy Brown; westwoodhillsboard@yahoogroups.com; Gibson Nyambura; Mike Fong
Subject: Re: North Westwood NC subdivision - Need to Reschedule DONE Community Meeting

Hi, Terry,

I'm sorry if you think I am not being responsive because we cannot agree with the arguments being presented. I offered a meeting because I did not feel it was productive to go back and forth via email. If I am provided accurate information on how any components of the subdivision application are not met, then we will review it with the Office of the City Attorney and make any necessary adjustments.

Please follow up with Gibson if you would like to meet. Have a good evening!

Best,

Grayce Liu
General Manager

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

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On Thu, Mar 1, 2018 at 4:59 PM, Terry Tegnazian <terrteg@earthlink.net> wrote:

Hi Grayce – frankly, your prior emails are not responsive to our concerns – they just repeat what you've already decided to do even before you heard from us.

I'm willing to meet, but what would you expect to come out of such a meeting? Are you willing to change any of the arrangements or decisions you've already made regarding this subdivision?

Thanks,
Terry

From: Grayce Liu [mailto:grayce.liu@lacity.org]
Sent: Thursday, March 01, 2018 4:40 PM
To: Terry Tegnazian
Cc: Stephen Resnick; Chapman, Lisa; Sandy Brown; Mike Fong; Broide Barbara; Doug Fitzsimmons; Sann Steven; westwoodhillsboard@yahoogroups.com; Elise Ruden; Sarah Dusseault; adeena.bleich@lacity.org; Nicholas Greif; David Ryu; Gilbert Cedillo; Arturo Chavez; Tony.Ricasa@lacity.org; Debby Kim; Herb Wesson; Deron Williams; Andrew Westall; Johnson, Edward; Justin Wesson; Council Member Koretz; Joan Pelico; David Hersch; Jeffrey Ebenstein; Jasmine Shamolian; commission; Joy Atkinson; Commissioner Eli Lipmen; Leonard Shaffer; Debra Wehbe; Maggie Darett-Quiroz
Subject: Re: North Westwood NC subdivision - Need to Reschedule DONE Community Meeting

Hi, Terry,

Hope all is well. Thanks for your email. I've addressed these concerns you brought up in other emails on which you were copied, but am happy to discuss them again in a sit down meeting with Lisa, Sandy, Stephen and you that I offered in my email on February 27, 2018 at 5:14 pm. Gibson is assisting in scheduling that meeting.

We have also just confirmed a rescheduled community information meeting for the Westwood subdivision with the Board of Neighborhood Commissioners for Tuesday, March 13, 2018. We were trying for the week of March 19th, but that is spring break so we had to move it earlier. We will be issuing a letter providing more information on the meeting to the Formation Committee and Westwood Neighborhood Council by tomorrow. I will make sure that you also receive a copy though everything will be posted to our website as well.

Please let me know if you have any other questions.

Best,

Grayce Liu
General Manager

Department of Neighborhood Empowerment

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On Tue, Feb 27, 2018 at 6:51 PM, Terry Tegnazian <terrteg@earthlink.net> wrote:

Hi Grayce - regarding the number of signers of the petition from Westwood Forward for the proposed North Westwood NC – does DONE verify signers of the online petition, and if so, how, since it is very easy for names online to be either faked or added without the permission of the person being named? If you do not independently verify the online petition, then those signatures must be ignored.

If you look only at the hand-signed petitions, how many are UCLA students, faculty, staff or administration – from what we have been able to determine, it appears that **95% or more are UCLA-related**. This is hardly "the broadest array of stakeholders" required both by your own rules, http://empowerla.org/subdivision/, and by Article III.2(b) of Plan for a Citywide System of Neighborhood Councils ("NC Plan"), at p. 4.

And, again, following up on my emails of Feb. 16 and 20 (at the bottom of this thread), we do not see how it is possible for this application to proceed when DONE itself concluded that the boundaries specified in the application did not satisfy the legal requirements for an NC! Not only did the applicants fail to satisfy the pre-application outreach requirement above, but Article IV.2 of the NC Plan, at p. 8, provides that DONE

can forward the application to BONC only “if the application is complete according to DONE's evaluation” – **in this case, DONE evaluated the application and concluded that it was not complete because it did not include the required boundaries** (and as a result, lacked the required pre-application outreach).

The application should have been rejected and sent back to the organizers to meet the legal requirements. Outreach after the fact, which is what you propose, is not the legally required outreach – the Westwood Hills neighborhood had no notice of the proposed subdivision, no outreach was done to it, no opportunity was given to participate in the proposed bylaws by which you now think we should be bound (and it’s naïve to believe that if this splinter NC is approved in an election, there would later be any meaningful negotiation regarding the bylaws or structural issues).

The process DONE has followed to date is unfair, biased, arbitrary and capricious, lacking in due process, and fails to comply with the legally required standards.

Thank you for your consideration,

Terry Tegnazian

President, Westwood Hills Property Owners Association

From: Grayce Liu [mailto:grayce.liu@lacity.org]
Sent: Tuesday, February 27, 2018 5:38 PM
To: Stephen Resnick
Cc: Chapman, Lisa; Sandy Brown; Tegnazian Terry; Mike Fong; Broide Barbara; Doug Fitzsimmons; Sann Steven; westwoodhillsboard@yahoogroups.com
Subject: Re: Need to Reschedule DONE Community Meeting

Hi, Stephen,

Hope all is well. Thanks for your email.

Re: the reason for cancelling the meeting, please see my second email to Terry sent on February 22nd at 5:56 pm where you are copied on it.

Re: fact checking, our staff reviews the application for material issues that would prevent the application from moving forward, such as the boundaries. In the case of the bylaws alleged using the name UCLA to name their board seats, the submitted bylaws do not use UCLA in the board position names so it is not an issue. There has been a lot of misinformation in the community that is contrary to the information we provided in our letter or the application, both of which are posted on our website, so please help us by not unintentionally perpetuating such information.

Please see my email to Lisa sent today at 5:14 pm about meeting in person to address any other concerns.

Best,

Grayce Liu
General Manager

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

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On Tue, Feb 27, 2018 at 3:34 PM, Stephen Resnick <[redacted]> wrote:

Hi Grayce,

This is very odd as I don't recall you previously stating that the meeting was cancelled because the Board of Neighborhood Commissioners received a request to do so from Congressman Lieu. I would be please to be corrected but I do note the reply you sent to Terry Tegnazian on this subject. I would certainly hope you didn't cast our concerns aside when you were contacted about the meeting conflict and refused to act until you were contacted by Congressman Lieu personally. This was a serious issue and a major disrespect of our community.

Setting that aside for the moment, are you saying that the concerns raised will be dealt with after the election? Seriously? As in it's no big deal and we have no procedures for fact checking and we'll just let the election happen. And if we find something amiss, then what? Void the election?

Steve

On Tue, Feb 27, 2018 at 2:46 PM, Grayce Liu <grayce.liu@lacity.org> wrote:

Hi, Lisa and Sandy,

Hope all is well. Thanks for your email. As I mentioned before, the meeting was cancelled because the Board of Neighborhood Commissioners received a request to do so from Congressman Lieu about his community meeting starting later the same evening. Once we have confirmed a new location and time, the Formation Committee and the Westwood Neighborhood Council will be provided the information with as much notice as possible. At this point, they are considering the week of March 19th.

I've already addressed Neighborhood Council outreach in my last email with Sandy.

Per the subdivision ordinance, the Board of Neighborhood Commissioners would certify and address the bylaws if the application is moved to the election phase and a majority of stakeholders vote for the subdivision. This would include any issues with the board composition and seat names, which will be reviewed and considered at that time (likely June or July if applicable).

Please let me know if you have any other questions.

Best,

Grayce Liu
General Manager

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On Mon, Feb 26, 2018 at 11:54 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

And one more question, Grayce….what amount of notice will be given to all of us, and especially the Westwood Hills Property Owner's group, of when this BONC "community" meeting will be rescheduled? They, and frankly all of us, have a right to place this on their schedules and be prepared to give public comment.

From: Sandy Brown [mailto:[redacted]]
Sent: Monday, Febru 18 AM
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Cc: Liu Grayce <grayce.liu@lacity.org>; Resnick Stephen <[redacted]>; Tegnazian Terry <terrteg@earthlink.net>; Mike Fong <Mike.Fong@lacity.org>; Broide Barbara <bbroide@hotmail.com>; Doug Fitzsimmons <chair@westsidecouncils.com>; Sann Steven <stevesann2001@yahoo.com>; westwoodhillsboard@yahoogroups.com

Subject: Re: Need to Reschedule DONE Community Meeting

Grayce, this has been handled so poorly as is obvious by the questions asked by many. DONE has not been clear and whether that is in purpose or not, I do not know. Maybe the rules under which DONE operates are vague and loose.

If the Westwood Hills homeowner boundaries,were added by DONE, those residents could not possibly have had ANY outreach. Yet, DONE accepted the Westwd, Forward application. If this is the case, it's unacceptable.

The use of the UCLA name - how was that acceptable? DONE has no clue as to what the repercussions of this division mean to our community of Westwood.

Why was tonight's meeting cancelled? Because of the VA mtg. or because DONE didn't know what it was doing? DONE works by numbers - the more NCs, the more candidates, the more votes, the better DONE looks. That is disgusting from a public policy perspective. Review your decisions! Gibson attends our meeting and is not very well prepared. He may be a wiz in the office but he seldom has answers to our questions at meetings. He is always going to get back to us.

Westwood is an old established community. The WWNC has done an excellent job. The homeowner associations have served their communities for over 50 years, We are not neophytes. We are politically active and have a sound understanding of community and specific plans. We need your understanding and help to keep us together, not to divide

and pit one group against another.

You must be clear with your emails, not call this meeting by different names. We expect that you will answer questions in a clear and concise manner. We are requesting your help now.

Thank you.

Sandy Brown

> On Feb 26, 2018, at 11:03 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:
>
> Hi Grayce,
>
> Please clarify a few things if you would.
>
> Who exactly approves the subdivision application, and when is that done? It sounds from what has been sent here, that DONE approves the subdivision application on their own. But even the Westwood Forward group is under the impression that it also needs to have BONC have this “community meeting” first. You mention below, that BONC will not be taking action on this matter. Does this application have to go through the process of the BONC community meeting first? We would like to know with clarity what the final timeline looks like at this point.
>
> Secondly, it is a very real disappointment that this formation group must only conduct outreach in their proposed boundaries. That being said, how do you determine that they have done that? Our council has close ties with the Westwood business community in the Village, esp as we have 4 business seats representing them. There has been very little to no outreach done in the Village. How would you even determine that there WAS adequate outreach done to this huge area? Their signatures are not business signatures, I am sure 95% are all from students.
>
> Also, how is it that the Westwood Hills homeowner group has now been included in WW Forward’s boundaries, but they get no say in what the by-laws read?
>
> I also saw their bylaws, and they have used the UCLA name in many of their seats. That is a trademarked name, and I don’t believe it can be used this way. I believe they must say college student or the such, not UCLA. Our NC had to do the same in 2010, why would the rules be any different?
>
> We will await your reply.

Thanks,

Lisa

From: Grayce Liu [mailto:grayce.liu@lacity.org]
Sent: Friday, Febru
To: Sandy Brown <[redacted]>
Cc: Resnick Stephen <[redacted]zia <terrteg@earthlink.net>; Chapman, Lisa <[redacted]@[redacted]ucla.edu>; Mike Fong <Mike.Fong@lacity.org>; Gibson Nyambura <gibson.nyambura@lacity.org>; Broide Barbara <bbroide@hotmail.com>; Doug Fitzsimmons <chair@westsidecouncils.com>; Sann Steven <stevesann2001@yahoo.com>; westwoodhillsboard@yahoogroups.com
Subject: Re: Need to Reschedule DONE Community Meeting

Hi, Sandy,

Hope all is well. Thanks for your email. I am sorry to hear of your frustration with the information we have provided about the subdivision. I don't know where the word "hearing" came from either, and when I saw it being used, I tried to clarify it was not a hearing, but a community meeting with the Board of Neighborhood Commissioners. My apologies if one of our staffers accidentally used "hearing" in reference to the community meeting.

Per the letter to the North Westwood Formation Committee, which was also emailed to the WWNC on February 9th, we provided details that EmpowerLA would present the subdivision application and the Formation Committee, WWNC and the public would have the opportunity to speak on the matter. Please refer back to this letter for the details as they answer many of the questions in this email chain about who gets to speak and what is happening at this community meeting. The Commission is not taking action on this matter. This community meeting was suggested by the Commission prior to our department's approval of any subdivision application to provide everyone information on the application and the process.

As for how we approve an application to move onto the election phase, we are guided by the subdivision ordinance that the application meets the components of Article III, Section 2 of the Plan for a Citywide System of Neighborhood Councils. We did note in the letter to the Formation Committee that the proposed boundaries would not result in compact and contiguous boundaries for both the new Neighborhood Council and the WWNC unless some changes were made, which the Formation Committee was open to doing.

One particular area that has been brought up is outreach, which states in Section 2, (b):

"The outreach process used to identify stakeholders within the proposed Neighborhood Council boundary must be described in detail. In order to demonstrate a good faith effort towards achieving a diversity of stakeholder representation, an applicant(s) shall collect no less than 200 and no more than 500 signatures from stakeholders that have an interest within the proposed Neighborhood Council boundaries. Signatures shall, to the maximum extent feasible, reflect the broadest array of Community Stakeholders who will actively participate in the proposed Neighborhood Council. "

We know that with a signature requirement of 200-500, it is not possible to contact everyone in a proposed Neighborhood Council and that not all stakeholders will "actively participate" in the proposed Neighborhood Council. Submitting the requisite number of signatures satisfies this section so long as every single one is not the same type of stakeholder, e.g. homeowners, workers, etc. In those cases, the remedy is not rejection of the application, but working with the Formation Committee to obtain the signatures of other stakeholder types so more than one type of stakeholder is notified. Because we are suggesting changing the proposed boundaries

to meet the "compact and contiguous" requirement, we will not hold it against the Formation Committee if they have not yet had an opportunity to notify areas that may now be included in the proposed boundaries.

Aside from the signatures, there is no other outreach requirement prior to the submission of the application. If the application is approved for the election phase, then EmpowerLA will hold additional community information meetings about the subdivision both within the proposed Neighborhood Council and in the existing Neighborhood Council as stated in the letter. We also encourage both the Formation Committee and the affected Neighborhood Council to notify stakeholders of the election. We are just at the beginning of the entire outreach process. As I have been contacted by various types of stakeholders in the Westwood community even if it is to express concern that they are just finding out about the application, they do know about the application, and there is still plenty of time to provide more information. The application is posted on our website. Ultimately, the stakeholders will make the final decision if a subdivision application that has met the Plan components succeeds via their vote at the subdivision election.

I hope this provides clarification about the subdivision process. As for Stephen not receiving the emails, this is the first I am hearing about it. We are using the contact information he provided to us at sresnick@wwnc.org. We did not receive a bounce back on our side so he should check his spam. If he still can't find the email or if he would prefer that we use a different address, please have him contact Gibson or rosters@empowerla.org so we can assist.

Please let me know if you have any other questions. Have a great weekend!

Best,

Grayce Liu
General Manager

Department of Neighborhood Empowerment

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On Fri, Feb 23, 2018 at 10:22 AM, Sandy Brown <[redacted]>

wrote:

> Hi Grayce,
>
> This is all quite frustrating and really demonstrates the problems in your office. There are so many mixed messages coming from DONE that I wonder what I should believe.
>
> Stephen Resnick is the secretary of the Westwood Neighborhood Council. He received NOTHING from Mike Fong. This BONC “whatever it is” has been described as way too many things by your office and BONC. Is it a "community meeting", a “hearing", an "informational meeting,” it is "not a hearing, but an outreach meeting to provide stakeholders information about the application?" What is it? What is the community expected to do? Do you understand my frustration? I have used quotes as to what your office and commissioners have called it.
>
> Please, set the record straight for the last time. Really, this is unacceptable. Additionally, Mike Fong should have Stephen Resnick on the WWNC board member list. Please update it as he’s been in his position since the WWNC had it’s first meeting years ago.
>
> Thank you.
>
> Sandy Brown
>
> > On Feb 23, 2018, at 10:05 AM, Grayce Liu <grayce.liu@lacity.org> wrote:
> >
> > Hi, Stephen,
> >
> > Hope all is well. Thanks for your email. Yes, I know that Mike sent out the notification in the morning, but those only went to the Formation Committee and the Westwood Neighborhood Council. I closed the loop with Terry the first opportunity I had since my last email to Terry stated the meeting was still on.
> >
> > Please let me know if you have any other questions.

Best,

Grayce Liu
General Manager

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On Thu, Feb 22, 2018 at 7:11 PM, Stephen Resnick <[redacted]> wrote:

> Hi Grayce,
>
> Are you aware that MIke Fong sent out an email at 8:45am that the meeting was cancelled? Yet you didn't send out an email to the Westwood community announcing the cancellation until 5:45pm. Can you provide an explanation as to why some get primary notification first thing in the morning but others get secondary notification at the end of the day?
>
> On Thu, Feb 22, 2018 at 5:44 PM, Grayce Liu <grayce.liu@lacity.org> wrote:
>
> > Hi, Terry,
> >
> > Hope all is well. This is a follow up that the February 26th community meeting is being rescheduled by the Board of Neighborhood Commissioners. We will provide an update once they identify another date.

Please let me know if you have any other questions. Have a good evening!

Best,

Grayce Liu
General Manager

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On Wed, Feb 21, 2018 at 1:36 PM, Grayce Liu <grayce.liu@lacity.org> wrote:

> Hi, Terry,
>
> The information community meeting with the Board of Neighborhood Commissioners is still scheduled for February 26th. It is not a hearing, but an outreach meeting to provide stakeholders information about the application.
>
> Please let me know if you have any other questions.
>
> Best,

Grayce Liu
General Manager

Department of Neighborhood Empowerment

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On Wed, Feb 21, 2018 at 1:32 PM, Terry Tegnazian <terrteg@earthlink.net> wrote:

> Thanks, Grayce. In the meantime, has the Feb. 26 hearing been taken off calendar?
>
> Terry

From: Grayce Liu [mailto:grayce.liu@lacity.org]
Sent: Wednesday, February 21, 2018 1:28 PM
To: Stephen Resnick; Terry Tegnazian; Lisa Chapman; Sandy Brown
Cc: Mike Fong; Gibson Nyambura; Semee Park; Joan Pelico; Jasmine Shamolian; Faisal Alserri; Paul Koretz; Barbara Broide; Doug Fitzsimmons

Subject: Re: Need to Reschedule DONE Community Meeting

Hi, Stephen, Terry, Lisa and Sandy,

Hope all is well. Thank you for all of your comments. We are reviewing them with the City Attorney's Office.

Please let me know if you have any other questions or comments.

Best,

Grayce Liu
General Manager

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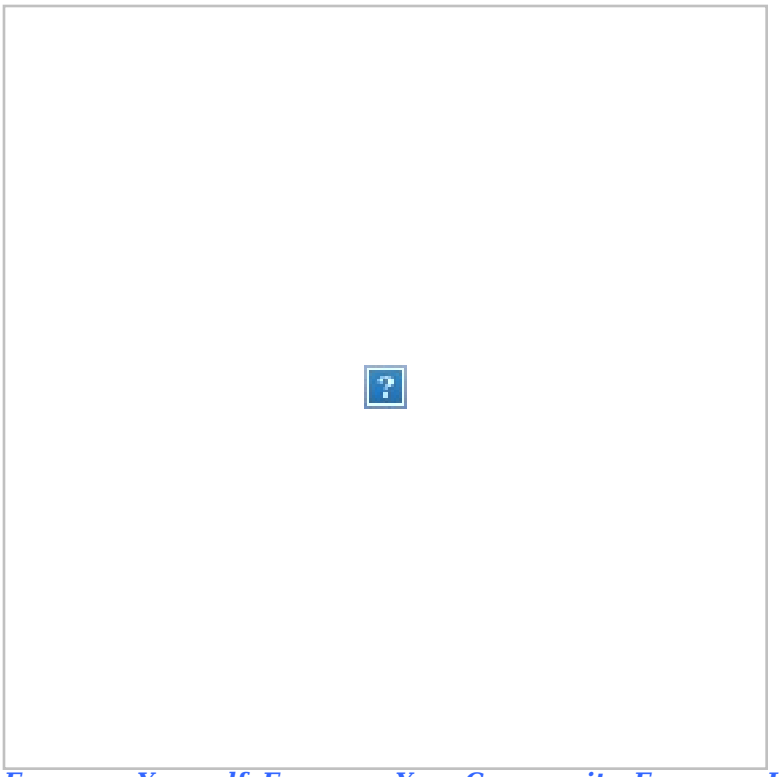
[Message clipped]

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Mike Fong
Director of Policy and Government Relations

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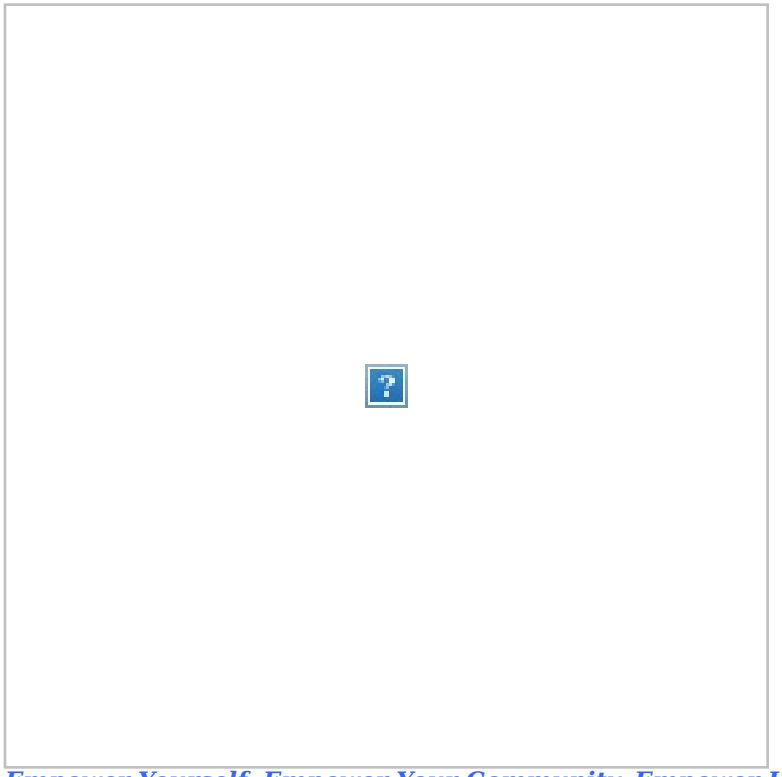
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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:02:32 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:03:07 PM GMT-07:00

---------- Forwarded message ----------
From: **Terry Tegnazian** <terrteg@earthlink.net>
Date: Wed, Mar 7, 2018 at 1:06 PM
Subject: BONC - March 13, 2018 meeting - Westwood Hills Submission in OPPOSITION to North Westwood NC Subdivision
To: Commission@empowerla.org, Joyatkinson.bonc@gmail.com, commissionerlipmen@gmail.com, Commissionerlenshaffer@gmail.com, debra.wehbe@lacity.org, maggie.darett-quiroz@lacity.org
Cc: mayor.garcetti@lacity.org, daniel.tamm@lacity.org, sarah.dusseault@lacity.org, adeena.bleich@lacity.org, nicholas.greif@lacity.org, david.ryu@lacity.org, Gilbert.Cedillo@lacity.org, Arturo.Chavez@lacity.org, Tony.Ricasa@lacity.org, Debby.Kim@lacity.org, Wesson.hj@lacity.org, deron.williams@lacity.org, andrew.westall@lacity.org, edw.johnson@lacity.org, justin.wesson@lacity.org, paul.koretz@lacity.org, joan.pelico@lacity.org, david.hersch@lacity.org, jeffrey.ebenstein@lacity.org, jasmine.shamolian@lacity.org, grayce.liu@lacity.org, Mike.Fong@lacity.org, gibson.nyambura@lacity.org, darren.martinez@lacity.org, carmen.hawkins@lacity.org, [redacted]@[redacted]ucla.edu, [redacted], [redacted], stevesann2001@yahoo.com, jheidt@heidttorres.com, roozbeh@marzeporgohar.org, westwoodhillsboard@yahoogroups.com, bbroide@hotmail.com, chair@westsidecouncils.com, laurahcnc@gmail.com

Dear Commissioners –

I am submitting the attached Opposition to North Westwood Neighborhood Council Subdivision, which is currently scheduled to be heard at your meeting on March 13, 2018, on behalf of Westwood Hills Property Owners Association. Our neighborhood has been annexed into the proposed subdivision without notice, consultation or agreement, and against our wishes. Please include this submission in the record for this matter.

Thank you for your consideration of the serious points we raise in the attached.

Very truly yours,

Terry A. Tegnazian

Terry A. Tegnazian
President, Westwood Hills Property Owners Association

10850 Wilshire Blvd., Suite 300

Los Angeles, CA 90024

Tel: 310-470-0770

Fax: 310-470-0782

Email: terrteg@earthlink.net

--

Gibson Nyambura
Neighborhood Council Advocate

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WHPOA

WESTWOOD HILLS PROPERTY OWNERS ASSOCIATION

INCORPORATED 1958

March 7, 2018

TO: The Board of Neighborhood Commissioners ("BONC")

RE: OPPOSITION TO North Westwood Neighborhood Council Subdivision
Currently scheduled to be heard before BONC on March 13, 2018

The Westwood Hills Property Owners Association strongly opposes the application to subdivide the existing Westwood Neighborhood Council ("WWNC") in order to create the proposed new North Westwood Neighborhood Council ("NorthNC"), for the reasons set forth below.

I. INTRODUCTION

A. *Westwood Hills Neighborhood*. Westwood Hills is a long-established and recognized neighborhood of about 605 single-family homes. The neighborhood was laid out in 1928, and is bounded on the north and south by Sunset Blvd. and the VA Cemetery, and on the east and west by Veteran Ave. and Sepulveda Blvd. Westwood Hills has been part of and participated in the existing WWNC since its initial formation.

B. *Westwood Hills Property Owners Association*. The Westwood Hills Property Owners Association ("WHPOA") was established 60 years ago, in 1958, and is dedicated to maintaining and enhancing the quality of life in the Westwood Hills neighborhood. WHPOA is a 501(c)(4) nonprofit California corporation, and is run entirely by Westwood Hills neighbors all of whom volunteer their time. Membership in the association is also voluntary, and approximately 85% of the homes in the neighborhood are members.

C. *NorthNC Organizers*. The organizers of the proposed NorthNC are predominantly UCLA students associated under the name Westwood Forward.

II. PROCESS USED BY DONE— UNFAIR, BIASED, ARBITRARY, LACKING IN DUE PROCESS, AND FAILS TO COMPLY WITH LEGAL REQUIREMENTS

A. *No Notice, Consultation or Agreement*. The original boundaries proposed by the applicants for NorthNC did not include Westwood Hills. The NorthNC organizers carefully gerrymandered the Westwood community to include only the UCLA campus, nearby multifamily residential areas (where UCLA students could be expected to predominate) and part of the business community.

By a letter dated February 9, 2018 (copy attached) the Department of Neighborhood Empowerment ("DONE") unilaterally directed that Westwood Hills be annexed into the proposed NorthNC — **without consulting or even informing anyone in Westwood Hills or the existing WWNC.** Indeed, Westwood Hills was not even given the courtesy of being sent a copy of the February 9th letter by DONE, but only learned about it third-hand from someone in another neighborhood.

DONE's position was that if the NorthNC was approved, then Westwood Hills would no longer be contiguous with the boundaries of the existing Westwood NC; in other words, our neighborhood would simply become independent. Upon learning of this forced annexation, Westwood Hills objected to DONE most strenuously, on grounds laid out in several emails.

DONE ignored our objections, and on March 2, 2018, WHPOA received an email attaching a letter from DONE confirming that Westwood Hills had been incorporated into the NorthNC boundaries (copy attached) — totally against the wishes of the neighborhood.

We find no provision in either the Subdivision Ordinance, L.A. Administrative Code 22.820 ("Ordinance"), the Plan for a Citywide System of Neighborhood Councils ("Plan"), or indeed DONE's own subdivision procedures published at http://empowerla.org/subdivision/ (copy attached), that authorizes DONE to unilaterally revise proposed subdivision boundaries without notice to, consultation with, or agreement of the area affected.

See Article VI.2(d) of the Plan, at p. 13, which provides that in order to incorporate an area into an existing Neighborhood Council, "Community Stakeholders *of the area to be incorporated* and of the affected Certified Neighborhood Council *must agree to the proposed incorporation prior to consideration by the Commission.*" This same principal of consensual incorporation must be applied to Westwood Hills, which would have been independent if NorthNC proceeded as originally proposed.

B. ***No Pre-Application Outreach or Participation.*** The Ordinance requires DONE to review a subdivision application for compliance with Article III.2 of the Plan, at p. 4. Subsection (b) of that Plan provision requires that the application describe in detail the outreach process used to identify stakeholders, and that the required signatures obtained "*reflect the broadest array of Community Stakeholders.*" This outreach requirement is a **precondition to the application**, not something that can be done afterwards.

The NorthNC organizers did no pre-application outreach to Westwood Hills of any nature whatsoever, even informative, nor was Westwood Hills invited to participate in the formation process or drafting of bylaws. In response to our objection on this ground, DONE said that outreach could be done after approval and before the election. However, **outreach after the fact is *not* the pre-application outreach *required* by the Plan.** After an application has been approved, "outreach" before the election really means lobbying for votes; this is not the legally required outreach.

Further, the NorthNC organizers submitted signatures that were obtained both online and in person. In the case of online petitions, it is very easy to fake names or add people without their permission. We asked DONE if it independently verifies such signatures but never received a reply, from which we assume that DONE does not independently verify, in which case the online signatures must be ignored. Looking at the in-person signatures, we found that 95% or more were UCLA affiliated — hardly the required "broadest array of Community Stakeholders." Even more problematic, signatures obtained by the NorthNC organizers were based on misrepresentations of fact, e.g., Fiction vs. Fact sheet (copy attached).

C. ***Application Should Have Been Rejected, Corrected and Resubmitted.*** There is no authority permitting DONE to unilaterally revise boundaries in subdivision applications. Their

only authority under the Ordinance and the Plan is to determine if the application meets the required standards, *which in this case DONE concluded it did not.*

Articles IV.1 and 2(a) of the Plan, at p. 8, provide that DONE shall evaluate an application to determine if it meets all of the required criteria, and only "if the application is complete according to DONE's evaluation" can it be forwarded to BONC for its consideration.

In this case, after evaluation DONE found that the application was **not complete** because it did not include what DONE felt is a required area (i.e., Westwood Hills). In such a situation, Article IV.2(c) of the Plan, at p. 9, provides:

> "(c) If, at any time during the processes described in this section, DONE determines that an application is incomplete, **it shall return the application to the applicants** along with a detailed list in writing of the missing components.... Applicants whose certification application was determined to be incomplete and returned by DONE may at any time **re-submit** the application after amending it to meet **all** the necessary criteria." (emphasis added)

Annexing our neighborhood without the required outreach does not cure the flawed application. In order to amend the application to meet all the necessary criteria, the organizers must also satisfy the pre-application outreach requirements of Article III.2 of the Plan. In this case, DONE merely had the organizers revise the map.

Further, the application is required to be amended *and re-submitted*, not merely amended which according to the March 2nd letter from DONE is all that was done. If re-submitted, the entire process begins over again, and any time periods run from the date of re-submission.

D. *Proposed NorthNC Splits Up Recognized Communities.* Article III.2(a)(ii) of the Plan, at p. 3, provides that the proposed boundaries should, "to the maximum extent feasible, *follow historic and contemporary community and neighborhood borders.*"

While DONE was busy illegally annexing Westwood Hills against our wishes, **DONE totally ignored the fact that the proposed boundaries are splitting up recognized neighborhoods and communities!** In particular, the Westwood Homeowners neighborhood and the Persian business community south of Wilshire, both well-recognized areas, are being split in two, again without any notice or outreach to those communities; and our neighborhood and the business community are being severed from other parts of the Westwood community. As with the lack of notice or outreach, DONE has ignored objections that were made on this ground.

E. *No Authority for "Informational" BONC Meeting.* In its March 2nd letter, DONE states that BONC will hold an informational meeting on March 13, 2018, but will take no action at this meeting. Instead, *at this very late stage in the subdivision process, after an election date has already been chosen*, DONE states:

> "The purpose of this meeting is to provide information about the subdivision process and the application to the community. Our department will present information on how the application has now met the components of the subdivision with the boundary changes.... After the community meeting, our department will review any feedback received that would affect the application meeting the subdivision components with the Office of the

City Attorney [and] within 5 business days, the Department will issue the final approval or denial of the application."

In one of its emails DONE indicates that this procedure has been "suggested" by BONC. **However, once again, we find no provision in either the Ordinance, the Plan, or indeed DONE's own procedures published at http://empowerla.org/subdivision/, that authorizes DONE or BONC to hold a mere "informational meeting," especially at such a late stage in the process — within 5 business days of which DONE will approve or reject the subdivision application at its own discretion, with no decision or oversight by BONC.**

Transparency in procedure is a critical component of due process — in this case, it is sorely missing. What is the point of an "informational" meeting with only 5 business days for decision, when DONE has had the application for more than 3 months and already scheduled the election?

The string of emails from WWNC, Westwood Hills, and other community members that followed DONE's February 9th letter evidences the total confusion that exists among both Neighborhood Council members themselves and the greater public about the subdivision process — *due entirely to DONE's failure to duly adopt and publish details about the process in advance of considering its first subdivision application.*

Subsection (e) of the Ordinance, adopted in 2016, authorizes DONE "to promulgate any further procedure, rule or regulation necessary for the administration of the subdivision process." To the best we've been able to find, DONE has implemented this authority by creating its online page (copy attached), which contains only the most skeletal and incomplete provisions. If you click on the "Learn More About Subdivision" link, the website merely directs you to call DONE — this lax attitude toward rule-making enables DONE to come up with various procedures on the fly depending on who calls and who they speak to, with no assurance that different people who call at different times would be given the same information. But more importantly, why hasn't DONE published its subdivision procedures for all to see?

This gross absence of transparency renders DONE's actions arbitrary and capricious, and therefore invalid.

F. *Bias by DONE.* Throughout this entire subdivision process, DONE has exhibited a marked bias in favor of the NorthNC organizers and against both the existing WWNC and the larger Westwood community. There has been a total lack of transparency and fairness as to the process, and total disregard for the concerns of, or even consultation with, the existing WWNC, Westwood Hills, other neighborhoods, and the greater Westwood community.

For example, as early as its February 9th letter — in which DONE found the subdivision application *incomplete* and therefore it could not be approved or presented to BONC — DONE nevertheless was already scheduling the election for May 22, 2018. Yet, in a subsequent email, responding to community objections, DONE states that the election is held within 90 days of application approval, not date of filing. *The application has not yet been approved — so why did DONE rush to schedule an election?*

And it wasn't until that same date, February 9th, that DONE informed the existing WWNC of the subdivision application, that there was a BONC meeting scheduled for

February 26, 2018 on this issue, and that the anticipated election date was May 22. This information was emailed to the WWNC at 6:03 p.m. on a Friday evening, in a letter disingenuously suggesting that WWNC might want to take a position on the subdivision — which would have been too late to make it into the WWNC agenda for its upcoming meeting the following week, except for the fact that the regularly scheduled WWNC monthly meeting had been postponed one day because of Valentine's Day. The February 26 BONC meeting date chosen by DONE conflicted with a long-scheduled meeting with community leaders called by U.S. Congressman Ted Lieu; it was only after protest by Congressman Lieu's office and the community that DONE postponed the BONC meeting.

Further, DONE chose the date of May 22 for the election solely at the request of the student organizers of the proposed NorthNC — without any consultation with the existing WWNC, whose wider stakeholder constituents must also vote in this election. That date happens to be a Tuesday — contrary to nearly ten years of Neighborhood Council elections in this region, which have always been held on weekends to permit the largest number of stakeholders to vote.

DONE's March 2nd letter concludes with: "From now up until the final determination of the application, the Department will continue to work with the Formation Committee on any issues that may arise with the application." Why is DONE working only with the Formation Committee, and not also with the existing WWNC and the greater Westwood community?

The total lack of outreach or effort to involve significant numbers of parties in our community who would be affected by the NorthNC proposal is a clear indication of the rushed and biased process being employed by its organizers, condoned and abetted by DONE.

III. CONCLUSIONS

A. *Subdivision Considerations.* At a bare minimum, subdivisions should be subject to certification rules similar to those governing initial formation of Neighborhood Councils. But in fact, subdivisions should be subject to *stricter standards* than initial formation of a Neighborhood Council, *because subdivision destroys an existing Neighborhood Council* which is already functioning, fully approved, certified and supervised by the city — thereby defeating one of the main purposes of the Neighborhood Council system, which is to empower communities by bringing them together.

The city needs to guard against allowing a handful of disgruntled people to break off into their own enclave — with the resulting requirement for increased city funding, which the already-strained city budget can ill afford. Otherwise the city risks the entire Neighborhood Council system collapsing into small divisive interest groups.

One of the first and most important factors that must be addressed in a subdivision application is whether, under the bylaws of the existing Neighborhood Council, the disgruntled group has the possibility of occupying one or more seats in the existing Neighborhood Council, and whether any of them has ever bothered to run for election.

B. *NorthNC Organizers Already Represented; Never Tried to Run for Office.* In the case of the proposed NorthNC subdivision, the organizers are predominantly UCLA students, a stakeholder group which is *already well represented on the existing WWNC*, and which further has the possibility of running for and holding an even larger block of seats.

Despite claiming to have so much interest in our community, **not one of the NorthNC organizers has ever tried to run for a seat on the WWNC.**

In fact, UCLA-connected stakeholders now hold 11 out of the 19 seats on the existing WWNC — 5 seats are held by current UCLA students and staff: 2 undergraduate students, 1 graduate student, and 2 staff members (one of whom graduated only a few years ago, so is particularly sensitive to student interests); plus, in addition, 6 other members of the WWNC board are UCLA alumni, some with more than one degree from UCLA.

To the extent the student organizers of the proposed NorthNC have an agenda they wish to advance on behalf of themselves or the university, then in addition to running for office in the WWNC, they also have other existing organizational platforms to use — including local community organizations such as the Westwood Community Council where UCLA students, faculty and staff have two dedicated seats; the Westwood Village Improvement Association where the UCLA Administrative Vice Chancellor sits on the Executive Committee; and numerous university organizations such as the UCLA Graduate Students Association, the UC Council of Student Body Presidents, the UCLA Undergraduate Students Association, the Academic Senate, etc. (for a more complete list, see, e.g., https://sa.ucla.edu/RCO/public/search; https://senate.ucla.edu/).

There is no reason to sacrifice the existing WWNC and the coherence of the Westwood community to pander to a small group of people who are already fully represented on, and have every opportunity to participate in, the existing WWNC and other community groups.

C. *In Conclusion*.

DONE's actions have been unfair, biased, arbitrary, lacking in due process, and fail to comply even with the skeletal legal requirements that do exist. There is substantial confusion over what the subdivision process is, even among members of the existing WWNC, due to DONE's failure to adopt and publish clearly stated rules. DONE has stonewalled all the objections raised by the existing WWNC, Westwood Hills and other community members affected by the proposed NorthNC subdivision since going public with its February 9th letter, and is inappropriately pushing this ill-conceived subdivision proposal forward as quickly as it can.

In conclusion, we ask that the May 22, 2018 election be taken off-calendar, and the NorthNC subdivision application be put on hold indefinitely, pending compliance with the required laws and procedures and until DONE, BONC and the city have duly adopted, after adequate public input, fair and transparent rules governing the subdivision process.

Thank you for your prompt attention to this matter.

Very truly yours,

Terry A. Tegnazian
President
Westwood Hills Property Owners Association

enc.

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GRAYCE LIU
GENERAL MANAGER

www.EmpowerLA.org

February 9, 2018

Sent Via Email

Re: North Westwood Neighborhood Council Subdivision Application

Dear North Westwood Neighborhood Council Formation Committee (Formation Committee):

Thank you for your submission of a subdivision petition to create a North Westwood Neighborhood Council. We posted the application to our EmpowerLA.org website. The Department will notify the affected Neighborhood Council, the Westwood Neighborhood Council, about this application so that the board can review it and take action if they wish. If the board takes a position on the subdivision application, the Neighborhood Council cannot use public funds to advocate for that position. Resources can only be used to notify stakeholders of any subdivision community meetings and of the subdivision election if the application moves forward to that phase.

As part of our enhanced outreach efforts to inform the community of Neighborhood Council subdivisions, we will be working with the Board of Neighborhood Commissioners (Commission) to hold a special community meeting to review the application, including proposed bylaws and boundaries, before rendering our final decision of whether the application is deemed complete to move onto the election phase.

The meeting will be held within the proposed boundaries of the proposed new subdivided Neighborhood Council on Monday, February 26, 2018 at 6:00 pm. We will work with the Formation Committee to find a suitable location. At this meeting, we will present the application, and the Formation Committee will also have the opportunity to speak on the application. There will be an opportunity for the affected Neighborhood Councils to provide feedback, too, as well as the public via public comment.

Re: North Westwood Neighborhood Council Subdivision Application

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

After the community meeting and within 5 business days, the Department will issue the final approval or denial of the application. From now up until 5 business days after the meeting, the Department will continue to work with the Formation Committee on any issues that may arise with the application. We have identified an issue with the proposed boundaries of the North Westwood Neighborhood Council that must be resolved before the community meeting.

Per Article III, Section 2 of the Plan for a Citywide System of Neighborhood Councils (Plan) regarding boundaries, the proposed boundaries "should, to the maximum extent feasible, follow historic and contemporary community and neighborhood borders, and shall utilize natural boundaries or street lines and be geographically compact and contiguous." The east side of Veteran Avenue has been set as the west boundary of the North Westwood Neighborhood Council. This would create an unallowable remaining section of Westwood Neighborhood Council between the 405 and Veteran Avenue south of Sunset that is connected by a narrow strip of the west side of Veteran.

In order for the application to move forward to the community meeting, the proposed boundaries must include both sides of Veteran Avenue from Wilshire Boulevard to Sunset and all of the existing Westwood Neighborhood Council boundaries from Veteran Avenue to the 405 freeway that is south of Sunset. Alternatively, the Formation Committee can offer other boundaries that comply with Article II, Section 2 of the Plan. Please work with our department to provide acceptable boundaries by Wednesday, February 21, 2018 at 12 pm.

If the application is approved after the community meeting, an election will be held within 90 days of the approval. The election will ask the stakeholders of the affected Neighborhood Council to vote yes if they want the subdivision to happen or no if they do not. If a majority of the people voting in the election vote yes, the subdivision application will then move to the next phase of final Commission approval of the new North Westwood Neighborhood Council and the revised Westwood Neighborhood Council bylaws.

In an effort to conduct outreach about the subdivision election, the Department will hold three community information sessions about the subdivision and election before the election day. Two meetings will be held within the proposed new Neighborhood Council and one outside its boundaries, but within the Neighborhood Councils being subdivided. We anticipate the subdivision election to be held on May 22, 2018. While the Department has requested an online voting option from the City Council, we are not planning for approval at this point and have worked with the Office of the City Clerk to provide a Vote-by-Mail option instead.

Please contact me at mike.fong@lacity.org or (213) 978-1551 if you have any questions.

Sincerely,

Mike Fong
Director of Policy and Government Relations
Department of Neighborhood Empowerment

cc: Gibson Nyambura, Neighborhood Empowerment Advocate
Semee Park, Director of Neighborhood Council Operations

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GRAYCE LIU
GENERAL MANAGER

www.EmpowerLA.org

March 2, 2018 Sent Via Email

Re: North Westwood Neighborhood Council Subdivision Application Revised Boundaries

Dear North Westwood Neighborhood Council Formation Committee (Formation Committee):

Thank you for your revised boundaries per request in our February 9, 2018 letter.

Per Article III, Section 2 of the Plan for a Citywide System of Neighborhood Councils (Plan) regarding boundaries, the proposed boundaries "should, to the maximum extent feasible, follow historic and contemporary community and neighborhood borders, and shall utilize natural boundaries or street lines and be geographically compact and contiguous."

The new boundary description for the proposed North Westwood Neighborhood Council meets the compact and contiguous requirement and will now be noted in the bylaws as:

Section 1: Boundary Description - The boundaries of the Council shall include the areas within the following lines of demarcation:

A. North – The south side of Sunset Boulevard from the I-405 Freeway in the west to Hilgard Avenue in the east ; and

B. East – The east side of Hilgard Ave from Sunset Blvd in the north to Weyburn Ave in the south ; the south side of Weyburn Ave from Hilgard Ave in the west to Malcolm Avenue in the east; the west side of Malcolm Ave from Weyburn Ave in the north to Wilshire Boulevard in the south; the east side of Westwood Blvd from Wilshire Blvd in the north to Ohio Avenue in the south; and

C. South – The south side of Wilshire Blvd from Malcolm Ave in the east to Westwood Blvd in the west ; the north side of Ohio Ave from Westwood Blvd in the east to Veteran Ave in the west; and

D. West – The east side of Veteran Ave from Wilshire Blvd in the north to Ohio Ave in the south; the eastern side of the I-405 Freeway between Sunset Blvd in the North and Wilshire Blvd in the south, excluding the Veteran's Administration property.

A new map is attached and will be uploaded to our EmpowerLA website tomorrow.

We have rescheduled the community information meeting to present the application with the Board of Neighborhood Commissioners (Commission) to Tuesday, March 13, 2018 at 6:00 pm at Weyburn Commons, 11020 Weyburn Avenue, Los Angeles, CA 90024. Parking will be in Lot 32. Thank you for your assistance in obtaining this location.

Please note that at this meeting, there will be no action taken by the Commission. The purpose of the meeting is to provide information about the subdivision process and the application to the community. Our department will present information on how the application has now met the components of the subdivision with the boundary changes. Your committee will have 5 minutes to share any additional information about the application. If the Westwood Neighborhood Council has taken action on the matter, they will also have 5 minutes to present their position. The public will have an opportunity to weigh in via public comment as well.

After the community meeting, our department will review any feedback received that would affect the application meeting the subdivision components with the Office of the City Attorney. As mentioned in our previous letter, within 5 business days, the Department will issue the final approval or denial of the application. From now up until the final determination of the application, the Department will continue to work with the Formation Committee on any issues that may arise with the application.

Please contact me at mike.fong@lacity.org or (213) 978-1551 if you have any questions.

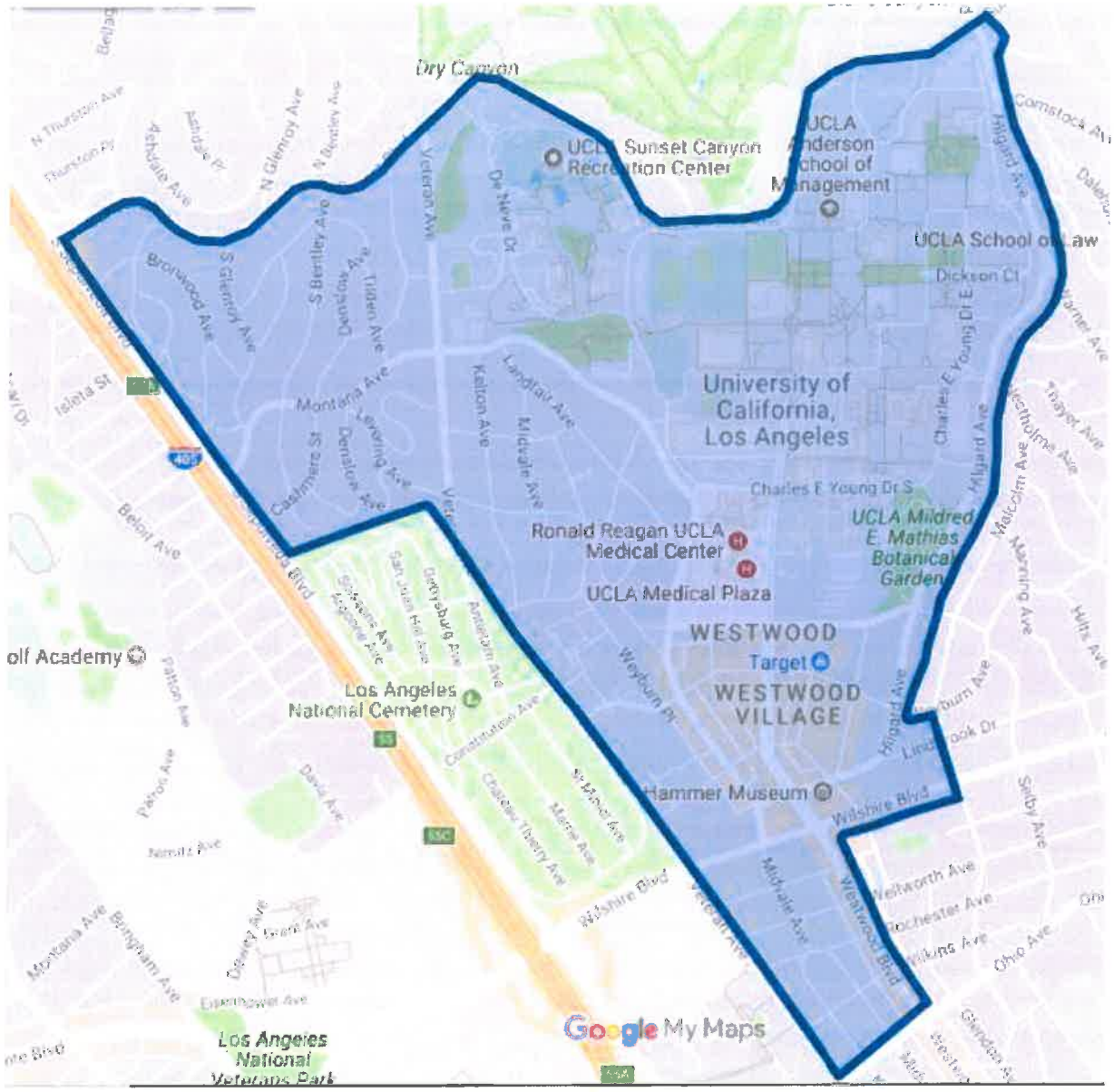
Sincerely,

Mike Fong
Director of Policy and Government Relations
Department of Neighborhood Empowerment

cc: Gibson Nyambura, Neighborhood Empowerment Advocate
Semee Park, Director of Neighborhood Council Operations

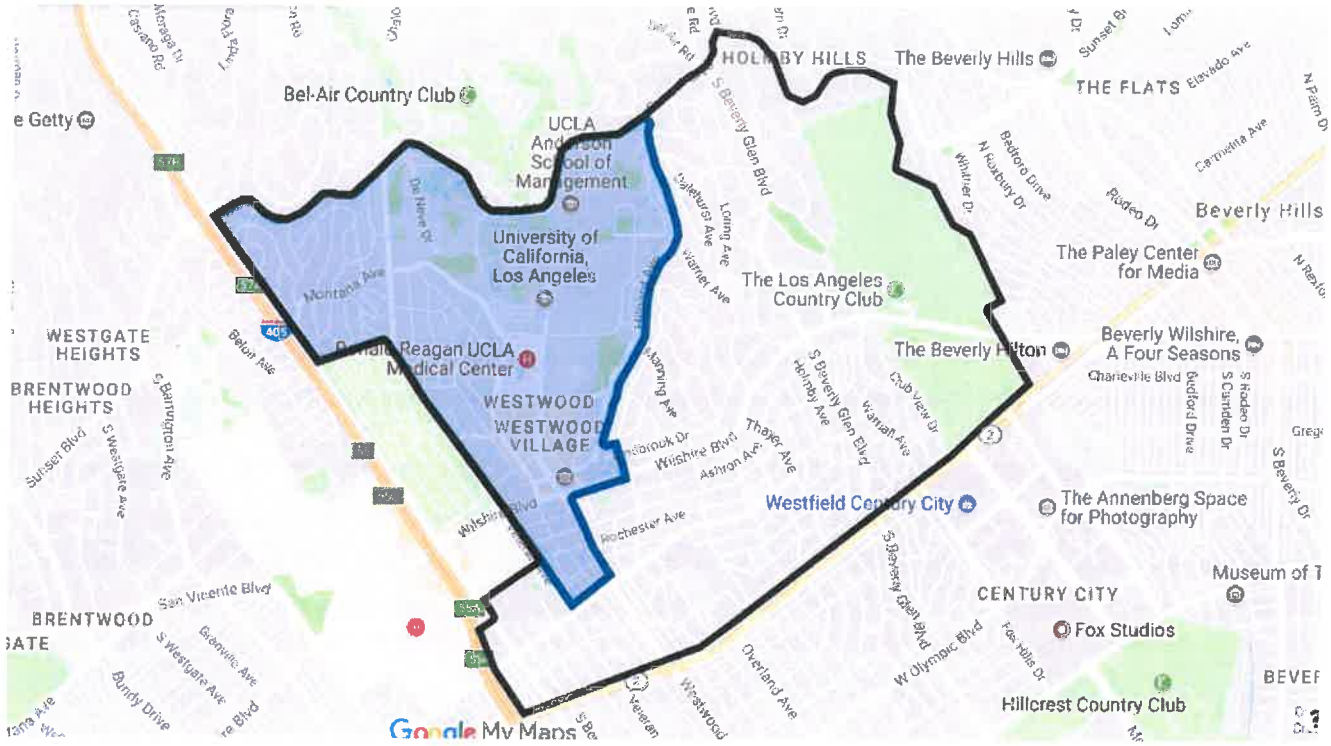
Attachment: Revised Proposed North Westwood Neighborhood Council Map

Proposed North Westwood Neighborhood Council Boundaries



Proposed North Westwood Neighborhood Council Boundaries

The Existing Westwood Neighborhood Council and the Proposed North Westwood Neighborhood Council's Boundaries



Existing Westwood Neighborhood Council Boundaries	
Proposed North Westwood Neighborhood Council Boundaries	

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Neighborhood Council Subdivisions

On October 9, 2013, the Board of Neighborhood Commissioners adopted a recommendation for creating an official Neighborhood Council subdivision process, which would allow a new Neighborhood Council to be created within the boundaries of an existing Neighborhood Council. This subdivision process allowed for new Neighborhood Councils to be formed from existing Neighborhood Councils without going through a decertification and recertification process. The Los Angeles City Council adopted Ordinance 12-1681 on September 27, 2016 allowing for implementation of a Neighborhood Council subdivision process.

- Learn More About Subdivision

What is a subdivision petition?

A subdivision petition is an application to the Department of Neighborhood Empowerment (Department) requesting to form a separate certified Neighborhood Council within the boundaries of one or more existing certified Neighborhood Councils, i.e. the proposed boundaries of the new Neighborhood Council can cross through several existing certified Neighborhood Councils.

Who can file a subdivision petition?

A stakeholder(s) within an existing certified Neighborhood Council. A stakeholder is defined as any individual who lives, works or owns real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may in a community organization such as, but not limited to, educational, nonprofit and/or religious organizations.

What qualifies for a new subdivided Neighborhood Council?

Any proposed new subdivided Neighborhood Council must meet the components of a regular Neighborhood Council Certification Application stated in Article III, Section 2 of the Plan for a Citywide System of Neighborhood Councils (Plan). This list summarizes the basic requirements, but please refer to the Plan for more details:

1. **Boundaries** – a detailed written description of proposed boundaries within the City of Los Angeles, including rationale for drawing the proposed boundaries. The boundaries should be comprised of no less than 20,000 Neighborhood Council stakeholders unless exceptions apply.
2. **Outreach** – the outreach process used to identify stakeholders within the proposed Neighborhood Council boundaries must be described in detail and 200 to 500 signatures from stakeholders that have an interest within the proposed Neighborhood Council boundaries must be submitted and should reflect the broadest array of stakeholders who will actively participate in the proposed Neighborhood Council. Stakeholder signature petitions must include the stakeholder's first and last name, a contact email and/or phone, type of stakeholder (live, work, own real property or community interest) and the physical address associated with their stakeholdership. The physical address cannot be a post office box. The petition should also include language that states that the stakeholders understand that they are signing to support the creation of a new Neighborhood Council via the subdivision of existing Neighborhood Councils. Please include the names of the proposed and existing Neighborhood Councils.
3. **Bylaws** – bylaws for the proposed Neighborhood Council must be submitted. The Department will provide a bylaws template for petitioners.
4. **Financial Accountability** – standard language for financial accountability and the position of a Treasurer must be included in the petition.
5. **Ethics** – acknowledgement that all applicable laws of local, state and federal government shall be the minimum ethical standard for a certified Neighborhood Council.
6. **Contacts** – pursuant to the subdivision policy, the petition shall identify five stakeholders who are authorized to receive notice and make decisions regarding the subdivision petition, including any bylaw changes.

What is the time frame for filing subdivision petitions?

Currently, the Department will accept subdivision petitions from November 17, 2017 to January 15, 2018. We will only process the **first five complete** petitions we receive in the order of receipt, i.e. we will reject any incomplete petitions and will not count them towards the final five for processing.

What happens after I file the petition?

If the petition is complete, meets the requirements for a certified Neighborhood Council and is one of the first five petitions processed, the Department shall conduct an election within the boundaries stated in the subdivision petition within 90 days of the Department's

approval of the subdivision petition. A stakeholder is eligible to vote in the election if the person is a stakeholder in the proposed area for subdivision or in any of the Neighborhood Councils that are proposed for subdivision. A majority of the voters from the entire Neighborhood Council or Neighborhood Councils being subdivided must approve the subdivision in order to create the new Neighborhood Council. The term "majority of voters" refers to those stakeholders who participate in the subdivision election and does not mean a majority of total stakeholders in the Neighborhood Council boundaries.

If a majority of the stakeholders at the election approve the subdivision, then the existing certified Neighborhood Council or Neighborhood Councils being subdivided shall amend their bylaws within 30 days of the election to reflect changes to the boundaries and, if applicable, the board structure. The Department shall forward the bylaws for any Neighborhood Council that is being subdivided and the subdivision petition to the Board of Neighborhood Commissioners (Commission) for approval of the bylaws.

Once the Commission approves the bylaws, then the Neighborhood Council listed in the subdivision petition shall be deemed a certified Neighborhood Council within the City of Los Angeles. The five stakeholders listed in the subdivision petition shall be authorized to work with the Department and make decisions regarding the initial election or selection of the newly certified Neighborhood Council's governing board. This initial board shall be an interim board until the elections in spring of even number years. The Neighborhood Council or Neighborhood Councils being subdivided are not required to recertify and continue to remain certified after approval by the Commission of the bylaws.

When does a new Neighborhood Council receive City funding?

Newly certified Neighborhood Councils only receive their yearly allocation from the City once the initial Neighborhood Council governing board has been elected or selected, seat and trained, and upon the start of the new fiscal year, July 1st. If funding is delayed because the above criteria of the board has not been met in the new year, the yearly allocation may be prorated based on the time the new initial governing board has met all of the requirements.

How do I file a subdivision petition?

All subdivision petitions will only be accepted online. Once a petition has been submitted, the Department will notify the applicant(s) within 14 working days if the petition is complete and will be processed.

What if I have more questions?

For more information, please contact Mike Fong of the Department of Neighborhood Empowerment at mike.fong@lacity.org or
(213) 978-1551.

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Neighborhood Council Subdivisions

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+ Learn More About Subdivision

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WESTWOOD NEIGHBORHOOD COUNCIL — FICTION vs. FACT

Sources: Westwood Neighborhood Council minutes, agendas and actions; community emails to DONE; Westwood Forward website and statements

FICTION – Westwood Forward Says:	***FACT – THE TRUTH IS:***
1) WWNC is opposed **bike lanes** in Westwood Village.	Not true! The Westwood Neighborhood Council ("WWNC") is **UNANIMOUSLY in favor of bike lanes** in Westwood Village and within WWNC boundaries — WWNC just does not think that bike lanes should be on Westwood Blvd., which has very heavy car, bus and pedestrian traffic, and is near the busiest intersection in Los Angeles (Westwood and Wilshire). WWNC believes that for the **safety** of bike riders, cars, pedestrians and buses, in the Village **bike lanes should be placed one block over on Gayley Ave.**
2) WWNC is opposed to **affordable student housing**.	Not true! WWNC has **voted affirmatively for every single bed that UCLA's administration has approved.** UCLA identified five new student housing sites on campus — of those, WWNC did not feel that the UNEX building, right in the midst of the Village, at a busy intersection, and on the route to our emergency level-one trauma center, was the best choice for locating the highest density and most height. WWNC felt it would be best to transfer some of that density and height to the other identified sites, rather than concentrating it all on that one site. But **WWNC voted to approve every single bed UCLA and the students have asked for,** and that is reflected in our vote and in our public comments.
3) The current WWNC does not have **enough student representation** on its board.	Not true! **UCLA-connected stakeholders now hold 11 out of 19 seats on WWNC** — 5 seats are held by current UCLA students and staff: 2 undergraduate students, 1 graduate student, and 2 staff members (one of whom graduated only a few years ago, so is very aware of student interests); plus, in addition, 6 other members of the WWNC board are UCLA alums, some with more than one degree from UCLA. The fact is that UCLA students could technically run for 18 of the 19 seats. **NONE of the Westwood Forward organizers has ever bothered to run for a seat**, despite advertisement, outreach, and word of mouth. We are a UCLA-heavy board in most ways.
4) **Student concerns** not being met.	Not true! In addition to the UCLA-heavy representation on the WWNC (#3 above), a **student engagement committee** was formed last year to specifically address UCLA student concerns. The format for this ad hoc committee was created in collaboration with the UCLA Graduate Students Association president, Michael Stiles, and his team — who are also coincidentally involved in Westwood Forward. This committee has met several times. **Every motion that this committee returned to WWNC was voted upon and approved.** The committee did not meet a few weeks ago, as the students presented no agenda items.

FICTION – Westwood Forward Says:	*FACT – THE TRUTH IS:*
5) **WWNC 2016 elections** were held on finals week at UCLA.	Not by choice! Despite exhaustive explanations to Westwood Forward about the election timeline, and confirmation of that by the Department of Neighborhood Empowerment ("DONE"), the students persist in peddling this false statement. As they have been told, **WWNC did not set the election date**; it was set by DONE and the City Clerk's office, according to a **regional election timeline**. WWNC had no power to change this date. **WWNC made it as easy as possible for students to vote**, holding the polls open for 6 hours on a weekend, sending cars and vans to pick up and return students, offering curbside voting — and students **could also vote by mail**, and could have used this option before the election.
6) WWNC election **polling place was too far away** for students.	Absurd! WWNC elections were held at the Westwood Rec Center, a mere **one block south of Wilshire**, because that location met all the requirements of a polling place — it had adequate and free parking, it had curbside voting, it was ADA accessible, and it was within the WWNC boundaries. Students are not the only stakeholders, and the polling place was as far, if not further, for almost all of the other WWNC stakeholders. For additional details, see #5 above.
7) WWNC has **blocked nightlife** in the Westwood Village Business Area.	Not true! WWNC has **never had an applicant** come before it asking for dancing, karaoke, live amplified music, etc. This seems to be a pervasive misconception. Such uses have not been asked for, so there is no precedent to look at or compare. Recently, the alcohol conditions for WWNC were amended drastically and passed. This should put to rest any idea that the WWNC is against nightlife businesses coming into the Village.
8) WWNC board members gave themselves **another year on the board**.	Timing changed by City Clerk! The NC elections were changed to odd years **by the City Clerk**, and NC boards throughout the city had to make a choice — they could continue on with a 2018 election and pay out of their own funds from the city, or they could have elections take place in 2019. **The majority of Neighborhood Councils in the city voted to move elections to 2019**. WWNC gives out almost all of its allotted city money as Neighborhood Purpose Grants (NPGs). WWNC gives more money in NPG grants to charities within its boundaries, than any other NC in Los Angeles. WWNC did not feel that it could responsibly spend $8,000 to $10,000 dollars on an election, **taking money away from very valuable community charities.**

FICTION – Westwood Forward Says:	***FACT – THE TRUTH IS:***
9) WWNC is against **affordable housing.**	Not true! WWNC has **never voted against affordable housing in any capacity**. WWNC cannot create affordable housing, it can only support and encourage it. One of Westwood Forward's mantras is that if they become an NC they will create affordable housing. That is not what will happen, because **NCs have neither the power nor the means to build affordable housing,** in Westwood or anywhere else. They don't own land; they can't change city zoning laws and planning prerequisites. WWNC, like all NCs, is an advisory board. If Westwood Forward's NC is approved, THEY too will be an advisory board.
10) Westwood Forward did **outreach to all stakeholders** within their annexed boundaries.	Not true! Westwood Forward submitted signatures that were obtained both online and in person. In the case of online petitions, it is very easy to fake names or add people without their permission. Community members asked DONE if it independently verifies such signatures but never received a reply, from which they assume that DONE does not independently verify, in which case the online signatures must be ignored. Looking at the in-person signatures, it was found that **95% or more were UCLA affiliated** — hardly the legally required "broadest array of Community Stakeholders," and none were from the annexed area. There are also many duplicate signatures. In addition, signatures that were obtained were given based on misrepresentations of fact by Westwood Forward, such as those documented herein.
11) WWNC fought against **ROCCO's Tavern** coming to Westwood.	Not true! **We did not object to Rocco's Tavern** taking over the former O'Hara's bar. In fact, we looked forward to a new business coming in. The only controversy we had with Rocco's was when stakeholders, apartment renters across the corner, complained about the noise that would be generated by a loud, noisy Sports Bar with a retractable open window facing Gayley Avenue. We have to represent all of our stakeholders, not just the businesses. This apartment complex would most likely have filed a lawsuit due to these noise disturbances, especially occurring late at night. And neither the Westwood Design Review Board nor the Area Planning Commission, each of which separately considered the issue, agreed to permit ROCCO's retractable window.

FICTION – Westwood Forward Says:	***FACT – THE TRUTH IS:***
12) The WWNC fought **Target's liquor license**.	The facts! WWNC was **excited and supportive of Westwood Village's City Target**. It voted as a board against Target adding a liquor license for several reasons — there were already three other retail establishments selling off-site liquor within 100 feet of City Target (Trader Joe's, Rite Aid, and Ralph's Market which is upstairs in the same building as the City Target), not to mention approximately 38 other outlets in the Village that serve either full-line alcohol or beer and wine. WWNC questioned Target as to why it needed to sell alcohol, since it had said that alcohol constitutes only 1% of Target's sales, as reported by its own counsel. Furthermore, Ralph's had a clause in its lease that said Ralph's would be the only liquor retailer in that building, so the landlord was breaching its agreement with Ralph's if it permitted City Target to sell liquor. As Ralph's was also a very valuable stakeholder, WWNC sided with it. A majority of stakeholders presenting to the WWNC were against the added alcohol, and since the City Target has such a small footprint compared to a full-size Target, most of our stakeholders wanted to use the floor space for additional Target non-alcoholic products.

Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:02:18 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:02:50 PM GMT-07:00

---------- Forwarded message ----------
From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Wed, Mar 7, 2018 at 2:53 PM
Subject: Re: Meeting with Grace
To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>

Lisa,

Is there a possible meeting time over the weekend?

Best,

On Tue, Mar 6, 2018 at 3:13 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> She is the one that has put us up to this time crunch. By scheduling this BONC meeting a week early. A group is meeting with Councilman Koretz tomorrow, so that date is out. Terry is out of town the days after that.
>
> You all have bent over backwards for Westwood Forward, I expect that you do the same for us.
>
> **From:** Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
> **Sent:** Tuesday, March 2:
> **To:** Chapman, Lisa <[redacted]@[redacted]ucla.edu>
> **Subject:** Re: Meeting with Grace
>
> Lisa,
>
> Is there another date we can set up the meeting?
>
> On Tue, Mar 6, 2018 at 9:17 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:
>
> > Hi Gibson,
> >
> > We would like to meet with Grayce next Monday, March 12th in the early evening, here in Westwood.

Please confirm that will work for her.

Thanks,

Lisa

Lisa Chapman, MSO II

Practice Manager

UCLA Health

2001 Santa Monica Blvd. Ste 370/380

Santa Monica, CA 90404

Cell: [redacted]7

[redacted]@[redacted]ucla.edu



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--

Gibson Nyambura

Neighborhood Council Advocate

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Department of NEIGHBORHOOD EMPOWERMENT

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:02:04 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:02:36 PM GMT-07:00

---------- Forwarded message ----------
From: **Grayce Liu** <grayce.liu@lacity.org>
Date: Fri, Mar 9, 2018 at 12:52 PM
Subject: Fwd: Bylaw Change?
To: Mike Fong <Mike.Fong@lacity.org>, Gibson Nyambura <gibson.nyambura@lacity.org>

Hi, guys,

Please follow up with a letter to the Formation Committee that is also sent to the WWNC about this change today. Also, please have Sevak upload the letter and the new bylaws with today's date to our website while keeping the old one there, too.

Thanks!

Best,

Grayce Liu
General Manager

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
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---------- Forwarded message ----------
From: **GSA President** <pres@gsa.asucla.ucla.edu>
Date: Thu, Mar 8, 2018 at 7:34 PM
Subject: Re: Bylaw Change?
To: Gibson Nyambura <gibson.nyambura@lacity.org>
Cc: Mike Fong <mike.fong@lacity.org>, Grayce Liu <grayce.liu@lacity.org>

Dear Gibson,

Please find the attached new Bylaw proposal which has implemented the change from 2 business seats and 3 at-large, to 2 at-large and 3 business.

Best regards,
Michael Skiles
President, UCLA Graduate Students Association
Graduate Chair, UC Council of Student Body Presidents

On Thu, Mar 8, 2018 at 5:08 PM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:

> Michael,
>
> Thank you for reaching out. If you would like to make that change. Please send an attached copy with the changes you would like to implement.
>
> Best,
>
> On Wed, Mar 7, 2018 at 11:46 AM, GSA President <pres@gsa.asucla.ucla.edu> wrote:
>
> > Dear DONE leaders,
> >
> > In the course of our outreach to community leaders over the past months, it has become clear to our formation committee that a change would improve our proposed bylaws:
> >
> > Currently there are 3 at-large seats and 2 business seats; we would like to change this to 2 at-large seats and 3 business seats.
> >
> > This change was encouraged by business leaders who pointed out that since there are 4/19 business seats on the current WWNC, maintaining that promotion on our NWWNC would necessitate 3/15 seats. Moreover, they agued that while others groups that had seen a reduction in their dedicated seats such as Homeowners should see that reduction because homeowners make up a much smaller fraction of North Westwood stakeholders, businesses actually make up a larger porpororion of North Westwood's Stakeholders than Westwood's stakeholders in general--hence the proportion of their representation should increase or at least not decrease.
> >
> > So we now ask what would be the most convenient process for us to implement this change? Can I just send you updated bylaws? Should we request this change at our BNC meeting on Tuesday? At our BNC hearing after the election? Does this need to wait until our council is formed? We'd like to implement the change; but absolutely don't want any delays to result from our doing so.
> >
> > Best regards,
> > Michael Skiles
> > President, UCLA Graduate Students Association
> > Graduate Chair, UC Council of Student Body Presidents
>
> --
>
> **Gibson Nyambura**

Neighborhood Council Advocate

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NEIGHBORHOOD COUNCIL BYLAWS

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ATTACHMENT A – Map of Neighborhood Council

ATTACHMENT B - Governing Board Structure and Voting

ARTICLE I NAME

The name of this Neighborhood Council shall be the North Westwood Neighborhood Council.

(“Council”).

ARTICLE II PURPOSE

Principles of Governance - The purpose of the Council is to participate as a body on issues concerning our neighborhood and regarding the governance of the City of Los Angeles (“City”) in a transparent, inclusive, collaborative, accountable, and viable manner.

A. The MISSION of the Council is:

1. To provide an inclusive and open forum for public discussion of issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;

2. To advise the City on issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;

3. To initiate, execute and support projects for the physical, social and cultural improvement of the Council area; and

4. To facilitate communication between the City and Community Stakeholders on issues of concern to the community and/or the Stakeholders.

B. The POLICY of the Council is:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council;

2. To remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and committee members, as hereinafter set forth;

3. To utilize the Early Notification System (ENS) to inform the Council and Community Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision-making process;

4. To encourage all Stakeholders to participate in activities of the Council;

5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, gender identity, sexual orientation, age, disability, marital status, income, immigration status, homeowner/renter/homeless status, or political affiliation; and

6. To have fair, open, and transparent procedures for the conduct of all Council business.

ARTICLE III BOUNDARIES

The Council covers a geographic area described below.

Section 1: Boundary Description - The boundaries of the Council shall include the areas within the following lines of demarcation:

A. North – The south side of Sunset Boulevard from Veteran Avenue in the west to Hilgard Avenue in the east ; and

B. East – The east side of Hilgard Ave from Sunset Blvd in the north to Weyburn Ave in the south ; the south side of Weyburn Ave from Hilgard Ave in the west to Malcolm Avenue in the east; the west side of Malcolm Ave from Weyburn Ave in the north to Wilshire Boulevard in the south; the east side of Westwood Blvd from Wilshire Blvd in the north to Ohio Avenue in the south; and

C. South – The south side of Wilshire Blvd from Malcolm Ave in the east to Westwood Blvd in the west ; the north side of Ohio Ave from Westwood Blvd in the east to Veteran Ave in the west; and

D. West –The east side of Veteran Ave from Wilshire Blvd in the north to Ohio Ave in the south; the eastern side of the I-405 Freeway between Sunset Blvd in the North and Wilshire Blvd in the south, excluding the Veteran's Administration property. The boundaries of the Council are set forth in Attachment A - Map of the North Westwood Neighborhood Council.

Section 2: Internal Boundaries: Not applicable

ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. “Stakeholders” shall be defined as those who live, work, or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council’s boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

ARTICLE V GOVERNING BOARD

The Board of Directors (“the Board”) shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils

Section 1: Composition - The Board shall consist of fifteen (15) Stakeholders, who must be eighteen (18) years of age or older, who are elected, selected or appointed by the Board and/or Community Stakeholders.

The composition of the Board shall be as follows:

A. Homeowner Stakeholder Board Members (1) – Open to Stakeholders who own a residence that is located within the NC boundaries.

B. Renter Stakeholder Board Members (2) – Open to Stakeholders who rent a residence located within the NC boundaries.

C. General Residential Stakeholder (1) – Open to Stakeholders who spend the majority of their sleeping hours within the NC boundaries, either as a homeowner, renter, person who experiences homelessness, or person who sublets or otherwise informally lives within the boundaries.

D. Business Stakeholder Board Members (3) – Open to Stakeholders who work at or own a business or business property within the NC boundaries.

E. Undergraduate Student Member (1)—Open to stakeholders who are undergraduate students at a university or college within the NC boundaries. Students need not be currently enrolled as long as they have been enrolled within the past 460 days and intend to re-enroll within the next 460 days.

F. Graduate Student Member (1)—Open to stakeholders who are current graduate or professional students at a university or college within the NC boundaries. Students need not be currently enrolled as long as they have been enrolled within the past 460 days and intend to re-enroll within the next 460 days.

G. University Staff or Administrative Member (1) – Open to stakeholders who work at a university or college within the NC boundaries in a capacity in which they spend the majority of their time neither conducting academic research nor teaching. Employee need not be currently employed as long as they have been employed within the past 460 days and intend to be re-employed within the next 460 days.

H. Faculty Member (1) – Open to stakeholders who work at a university or college within the NC boundaries in a capacity in which they spend the majority of their time conducting academic research and/or teaching. Employee need not be currently employed as long as they have been employed within the past 460 days and intend to be re-employed within the next 460 days.

I. Organizational Stakeholder Board Members (2) – Open to Stakeholders who actively participate in a religious organization, educational institution, community organization, non-profit organization, neighborhood association, chamber of commerce, business improvement district, sorority, fraternity, school/parent group, student association, arts association, service organization, cultural group, etc. that primarily operates within the NC boundaries.

G. At-Large Stakeholder Board Members (2) – Open to Stakeholders of any category.

Section 2: Quorum - The quorum shall be 8 members of the Board.

Section 3: Official Actions - A simple majority vote by the Board members present, not including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.

Section 4: Terms and Term Limits – Elected board members shall serve a two (2) year term. Terms of office shall begin when and be extended until each election is certified by the City. Board members may serve no more than 9 consecutive years on the Council Board, and may not be elected to a term of office that, if fully served, would cause them to exceed 9 consecutive years of service. Variances of up to 5 months may be granted by the Council Board to these term limits, to prevent members from being disqualified from further service as a result of the City shifting the days it holds or certifies elections.

Section 5: Duties and Powers - The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

Section 6: Vacancies – Vacancies on the Board shall be filled by the Board using the following procedure:

A. Within 4 days of a position becoming vacant, the Council shall notify the public of the opportunity to apply for the open position through its website and any other efficient channels of communication.

B. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Board.

C. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.

D. The Board shall vote on the application at the meeting. If multiple applications for one seat have been submitted, the candidate with the most votes wins.

E. The candidate who wins shall fill the remaining term of the Board seat unless an election or selection occurs sooner.

F. In no event shall a vacant seat be filled where a general election is scheduled to occur within sixty (60) days of the date that a written application is presented to the Board.

Section 7: Absences - Any Board Member who misses three Neighborhood Council Governing Board Meetings within a 12-month period, without such absences being declared valid and excused by the President or the Governing Board, will be subject to removal from the Board. Members unable to attend a meeting must inform the President as soon as circumstances reasonably allow, stating their reasons for non-attendance, whereupon the President may deem their absences excused. Each Council Board Member absence shall be recorded in the Council's Meeting Minutes or other manner of Council record keeping, and, upon missing the required number of Board Meetings for removal, the Council Presiding Officer shall notify the Board Member of the absences and place on the agenda the removal of the Board Member at a regular or special Board meeting whereupon the Board shall determine the validity of the absences before taking action to remove the Board Member. Any meeting of the Neighborhood Council Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

Section 8: Censure - The Council can take action to publicly reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Council Board meeting. Censures shall be placed on the agenda for discussion and action. At least a two-thirds vote by the Board members present, including abstentions, at a meeting at which there is a quorum shall be required to take such action.

Section 9: Removal of Governing Board Members – The Council shall consult with the Office of the City Attorney throughout any Board removal process. Board members may be removed in the following ways:

A. Petition by Stakeholders– A Board member may be removed from office by the submission of a written petition to the Secretary, which includes: i) the identity of the Board member to be removed, ii) a description, in detail, of the reason for removal, and iii) the valid signatures of 200 Stakeholders.

1. Upon receipt of a written petition for removal, the Secretary shall cause the matter to be placed on the agenda for a vote of the Board at the next regular Council meeting.

2. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board Members.

3. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

B. Petition by Board - A Board Member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws, Operating Procedures or Code of Conduct following a Board Member's submission to the Board of a petition which includes: i) the identity of the Board Member to be removed, ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person, and iii) contains the signatures of at least three (3) Board members.

1. The petition shall be delivered simultaneously to all Board Members and the matter placed on the agenda and scheduled for a vote at the next regular Board Meeting.

2. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board Members.

3. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

4. The Board member being removed must first have been censured by the Board once for the same action before a Petition by the Board for removal shall be considered by the Council.

If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council's vacancy clause.

The Council shall not consider petitions for the removal of a board member more than once unless new reasons are offered for removal.

Section 10: Resignation - A Board member may resign from the Council, and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board for discussion and action at a Board meeting. However, board members who remain stakeholders but whose stakeholder category has shifted may serve out the remainder of their term in the seat to which they were elected or selected (e.g. if a renter buys a home in Westwood, or an undergraduate student becomes a grad student, they could respectively retain their renter and undergrad seats until the next election but then would thereafter have to seek seats that correspond with their new stakeholder status.) Removal of the resigning Board member requires a majority of the attending Board members

Section 11: Community Outreach - The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the regular Council meeting.

The Council shall maintain a website presence to disseminate information to Council Stakeholders and others interested in the Council.

In addition, the Board shall create, or shall cause to be created, a marketing plan to solicit participation from Stakeholders. The plan may include, for example, the creation of flyers, postcards, pamphlets and other related materials. It may also include e-mail blasts to various organizations including a regularly scheduled e-blast to local government officials and to the Business Improvement District, Neighborhood Associations, Student Associations and other local organizations as determined by the Board.

ARTICLE VI OFFICERS

Section 1: Officers of the Board - The officers of the Board (“Officers”) shall include the following positions which altogether comprise the Executive Committee: President, Vice President, Secretary, and Treasurer.

Section 2: Duties and Powers - The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board:

A. The President shall act as the chief executive of the Council and shall preside at all Council meetings.

B. The Vice President shall serve in place of the President if the President is unable to serve.

C. The Secretary shall keep minutes of all Board meetings. An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Board member, he or she shall not have any of the rights of a Board member, including the right to vote on matters before the Council.

D. The Treasurer shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the Council's Financial Management Plan and the Department's policies and procedures.

Section 3: Selection of Officers -

Officer positions shall be filled at the first official Board meeting following the election of the board, each 2 years.

Section 4: Officer Terms - The Officers shall serve 2 year terms and serve at the pleasure of the Board. They may stand for reelection every 2 years.

ARTICLE VII COMMITTEES AND THEIR DUTIES

All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

Section 1: Standing Committees – The Standing Committees of the Council are: The Executive Committee, the Budget and Finance Committee, The Outreach and Communications Committee, The Planning and Land Use Committee, The Elections Committee, and the Community Activities and Projects Committee.

Section 2: Ad Hoc Committees – The Board may create Ad Hoc Committees as needed to deal with temporary issues.

Section 3: Committee Creation and Authorization

A. Committee Authority - All committee recommendations shall be brought back to the full Board for discussion and action.

B. Committee Structure – With the exception of the Executive Committee, Committee members shall be appointed by the President and ratified by the Board. Standing Committees shall be comprised of at least two (2) Board members and may include any interested Stakeholders. Ad Hoc Committees shall be comprised of 3 or fewer Board members and may include any interested Stakeholders.

C. Committee Appointment – All Committee Chairs shall be appointed by the President and confirmed by the Board. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.

D. Committee Meetings – Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes shall be taken at every Committee meeting.

E. Changes to Committees - The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes.

F. Removal of Committee Members – The President may recommend that the Board remove a committee member. Removal shall require a majority vote of those board members in attendance.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (California Government Code Section 54950.5 et seq.), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place - All meetings shall be held within the Council boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

A. Regular Meetings - Regular Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.

B. Special Meetings – The President or a majority of the Board shall be allowed to call a Special Council Meeting as needed.

Section 2: Agenda Setting –

The President shall set the agenda for each Council meeting.

Any Stakeholder may make a proposal for action by the Council by submitting a written request to the Secretary or during the public comment period of a regular Council meeting. The Secretary shall promptly refer the proposal to a Standing Committee or the Board. At the next regular Council meeting, the Board shall either consider the proposal or create an Ad Hoc Committee to consider the proposal. The Council is required to consider the proposal, or to pass a motion objecting to consideration of the proposal and stating the reasons for this objection, at a Committee or Board meeting, but is not required to take further action on the proposal.

Proposals made under this subsection are subject to the rules regarding reconsideration.

Section 3: Notifications/Postings – Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. At a minimum, notice shall be posted at the Council's five (5) Public Notice Locations specified on the Posting Location Form filed with the Department, on its website (if applicable) and emailed out to Stakeholders if the Council maintains such a database. Regular and Special meeting agendas shall also be emailed to the Department.

Section 4: Reconsideration

The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

a. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.

b. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred. The Council may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.

c. A Motion for Reconsideration may be proposed only by a member of the board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").

d. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.

e. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.

f. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.

g. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

ARTICLE IX FINANCES

A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum funding allocation requirements.

B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.

C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.

D. Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.

E. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

F. The Council will not enter into any contracts or agreements except through the Department.

ARTICLE X ELECTIONS

Section 1: Administration of Election - The Neighborhood Council's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections. The Council shall make voting as accessible as possible to its stakeholders by allowing not only in-person voting but also online voting when feasible. The Council may also consider allowing other forms of voting such as voting by mail.

Section 2: Governing Board Structure and Voting - The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age - All Community Stakeholders aged sixteen (16) years old and above shall be entitled to vote in the Neighborhood Council Elections.

Section 4: Method of Verifying Stakeholder Status

Voters will verify their Stakeholder status through written self-affirmation.

Section 5: Restrictions on Candidates Running for Multiple Seats

A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

Section 6: Other Election Related Language: Not Applicable

ARTICLE XI GRIEVANCE PROCESS

A. Any grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed on the agenda for the next regular Council meeting.

B. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel.

C. Within two (2) weeks of the panel's selection, the Board shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.

D. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting.

E. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at Council meetings.

F. Board members are not permitted to file a grievance against another Board member or against the Council.

ARTICLE XII PARLIAMENTARY AUTHORITY

The Council shall use the:

Rosenberg's rules of order when conducting Council meetings. If Rosenberg's rules of order are silent on an issue, the Council shall refer to Robert's rules of order.

Additional rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board.

ARTICLE XIII AMENDMENTS

A. Any Board member may propose an amendment to these Bylaws by requesting that the Secretary place the item on the agenda.

B. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of a regular Council meeting.

C. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular Council meeting.

D. An amendment to these bylaws requires a two-thirds vote of the Board members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.

E. Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.

ARTICLE XIV COMPLIANCE

The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, county, state and federal laws, including, without limitation, the Plan for Citywide System of Government (hereinafter referred to as “the Plan”), the City Code of Conduct, the City Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1), the Brown Act (California Government Code Section 54950.5 et seq.), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1: Code of Civility – The Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner.

Section 2: Training – All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within forty-five (45) days of being seated, or they will lose their Council voting rights.

Section 3: Self Assessment – Every year, the Council shall conduct a self assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A: Boundaries of the North Westwood Neighborhood Council



ATTACHMENT B: Governing Board Structure and Voting North Westwood Neighborhood Council - 15 board Seats

Board Position	# Of Seats	Elected or Appointed?	Eligibility To Run For The Seat	Eligibility to Vote For The Seat
Seat 1: Homeowner Stakeholder	1	Elected	Open to Stakeholders who own a residence	All Community Stakeholders aged

Term: 2 Years			that is located within the NC boundaries.	sixteen (16) years old and above.
Seats 2-3: Renter Stakeholders Term: 2 Years for the 2 highest vote getters	2	Elected	Open to Stakeholders who rent a residence located within the NC boundaries.	All Community Stakeholders aged sixteen (16) years old and above.
Seat 4: General Residential Stakeholder Term: 2 Years	1	Elected	Open to Stakeholders who spend the majority of their sleeping hours within the NC boundaries, either as a homeowner, renter, person who experiences homelessness, or person who sublets or otherwise informally lives within the boundaries.	All Community Stakeholders aged sixteen (16) years old and above.
Seats 5-6: Business Stakeholders Term: 2 Years for the 2 highest vote getters	2	Elected	Open to Stakeholders who work at or own a business or business property within the NC boundaries.	All Community Stakeholders aged sixteen (16) years old and above.
Seat 7: Undergraduate Student Member Term: 2 Years	1	Elected	Open to stakeholders who are undergraduate students at a university or college within the NC boundaries. Students need not be currently enrolled as long as they have been enrolled within the past 460 days and intend to re-enroll within the next 460 days.	All Community Stakeholders aged sixteen (16) years old and above.
Seat 8: Graduate Student Member Term: 2 Years	1	Elected	Open to stakeholders who are current graduate or professional students at a university or college within the NC boundaries. Students need not be currently enrolled as long as they have been enrolled within the past 460 days and intend to re-enroll within the next 460 days.	All Community Stakeholders aged sixteen (16) years old and above.

Seat 9: University Staff or Administrative Member Term: 2 Years	1	Elected	Open to stakeholders who work at a university or college within the NC boundaries in a capacity in which they spend the majority of their time neither conducting academic research nor teaching. Employee need not be currently employed as long as they have been employed within the past 460 days and intend to be re-employed within the next 460 days.	All Community Stakeholders aged sixteen (16) years old and above.
Seat 10: Faculty Member Term: 2 Years	1	Elected	Open to stakeholders who work at a university or college within the NC boundaries in a capacity in which they spend the majority of their time conducting academic research and/or teaching. Employee need not be currently employed as long as they have been employed within the past 460 days and intend to be re-employed within the next 460 days.	All Community Stakeholders aged sixteen (16) years old and above.
Seats 11-12: Organizational Stakeholders Term: 2 Years for the 2 highest vote getters	2	Elected	Open to Stakeholders who actively participate in a religious organization, educational institution, community organization, non-profit organization, neighborhood association, chamber of commerce, business improvement district, sorority, fraternity, school/parent group, student association, arts association, service organization, cultural group, etc. that primarily operates within the NC boundaries.	All Community Stakeholders aged sixteen (16) years old and above.

Seats 13-15: At-Large Stakeholders Term: 2 Years for the 3 highest vote getters	3	Elected	Open to Stakeholders of any category.	All Community Stakeholders aged sixteen (16) years old and above.

Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:01:52 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:02:23 PM GMT-07:00

---------- Forwarded message ----------
From: **Grayce Liu** <grayce.liu@lacity.org>
Date: Fri, Mar 9, 2018 at 1:31 PM
Subject: Re: Westwood NC / Meeting of Feb. 15th
To: Barbara Broide <bbroide@hotmail.com>
Cc: Joan Pelico - CD 5 <joan.pelico@lacity.org>, Lisa Chapman -- WWNC <[redacted]@[redacted]ucla.edu>, Terry Tegnazian - Westwood Hills <terrteg@earthlink.net>, "jasmine.shamolian@lacity.org" <jasmine.shamolian@lacity.org>, Sandy Brown <[redacted]>, "mike.fong@lacity.org" <mike.fong@lacity.org>, "gibson.nyambura@lacity.org" <gibson.nyambura@lacity.org>, Doug Fitzsimmons <chair@westsidecouncils.com>

Hi, Barbara,

Hope all is well. Thanks for your emails on this matter. When a subdivision application is submitted by community stakeholders to our department and has met all of the components, we must send it to the election phase. We process the application as an administrative function and do not determine whether or not there should be a Neighborhood Council. That is up to stakeholders at the election.

During the subdivision process, we do encourage the applicants to work with the existing Neighborhood Councils, but we cannot force them to do so. In this case, we have been exploring various options to create a win-win situation, including mediation. Please remember though that mediation requires all parties to be at the table and agreeable to the outcome. There will definitely be an opportunity to mediate coming up, but again, we cannot force any side to do so.

I encourage you and those you know in the community to come and share your views at the community information meeting on Tuesday, March 13th, at 6 pm at Weyburn Commons - 11020 Weyburn Ave, Los Angeles, CA 90024, USA.

Please let me know if you have any other questions.

Best,

Grayce Liu
General Manager

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



On Wed, Feb 28, 2018 at 4:23 AM, Barbara Broide <bbroide@hotmail.com> wrote:

> Grayce,
>
> I see that there continues to be much frustration, confusion as well as crediblity issues raised related to the proposed subdivision of the Westwood NC.
>
> **I am wondering what your response was to my suggestion that DONE dedicate resources to creating a "win win" approach that would bring all the factions together**... to identify gripes, to identify facts relevant to issues, to identify strategies to address any issues that remain after discussion and mediation. (I have not found a reply to my email sent mid-month and hope it was not buried in my inbox.) When couples are on the path to divorce, many of those involved go to counseling and attempt to make a sincere effort to mend hurts and alter behaviors if needed.
>
> What could possibly be the benefit to splitting up a community with a long and successful history of collaboration? Is this a steam roller that has but one direction and cannot be turned around or placed in neutral long enough to seek reconciliation?
>
> Proceeding on the current path not only hurts the Westwood community, but it serves to create an environment of instability and uncertainty for ALL neighborhood councils by creating the impression that DONE is more interested in birthing new neighborhood councils at any cost -- rather than supporting those that exist that are doing a good job.
>
> Yes, we can all do better. That is why the energy of the UCLA students should be directed to help grow the Westwood NC, not undermine it. By encouraging the students to seek a separate NC, DONE has empowered the students to seek a separate path rather than learning the finer art of compromise and of working together to make things happen. I thought that DONE stands for the Dept. of Neighborhood Empowerment-- not the Dept. of Neighborhood Dismemberment.
>
> With hope,
>
> Barbara
>
> Barbara Broide

From: Barbara Broide <bbroide@hotmail.com>
Sent: Friday, February 16, 2018 9:07 PM

To: grayce.liu@lacity.org
Cc: Joan Pelico - CD 5; Lisa Chapman -- WWNC; Terry Tegnazian - Westwood Hills; jasmine.shamolian@lacity.org; Sandy Brown; mike.fong@lacity.org; gibson.nyambura@lacity.org; Doug Fitzsimmons
Subject: Westwood NC / Meeting of Feb. 15th

Dear Grayce,

Last night I attended the Westwood NC to address one of the items (the Sign Ordinance) on the agenda. Before that item came up I was drawn into the conversation around the proposed formation of a new (North Westwood) neighborhood council brought forth by UCLA students.

After listening to many comments, I was compelled to add my comments to the mix. As is so often the case, with limited time to speak, there is much more to say. **I am writing this email to you specifically because I believe that DONE has missed an important opportunity in this process to realize the true role of neighborhood councils and the neighborhood council system.** Even more important is the fact that it is not too late to direct this effort in a new direction to work toward a win-win solution.

I write to you as a UCLA graduate, as the parent of a current UCLA grad student, as an active UCLA alum, as a NC member, and a longtime Westwood area resident. From the very founding of the UCLA campus in Westwood, there has been a symbiotic relationship between the campus, the Westwood Village business community and the residents surrounding the campus. This relationship was by design -- the Janss Brothers whose development company donated land for the campus and who designed the Village and surrounding residential communities knew that these three elements were essential to having a successful community. That "town and gown" relationship is what made Westwood what it is today. To now artificially suggest a separation of these elements can be seen as misguided at best.

It is extremely troubling to me to see that rather than work toward the forging of a stronger Westwood NC, capitalizing on the involvement and contributions of all stakeholders, DONE and those involved have instead decided that it is a good idea to start a new NC. Are there institutional reasons why DONE would undermine an existing NC in order to add one more NC to its roster? While there may be differences of opinions at hand, it is our role to work through those differences. I heard many accusations last night raised by the students in attendance -- many which were emotionally felt but not factually based. (We should have a commitment to sorting through fact from fiction.) For example, last night frustration was leveled at the Westwood NC for having scheduled NC elections at an inconvenient time given the UCLA calendar. The students had no idea that the NC did not set the election date and that it had been set by DONE. DONE's empowerment of the Westwood Forward effort, the moving on of the initiative toward election in violation of required outreach and the community's right to be informed and to have an open and transparent discussion does a disservice to the entire community. What avenues were explored to increase student participation in the current NC? What issues have been raised by the students that the current NC has not addressed (and if there are such issues, what is the best path for addressing them)?

I attended a number of the Westwood NC formation meetings some years ago. I watched and listened as a community of business and residential and student participants came together as a group to found the Westwood NC. The bylaws drafted recognized the many stakeholders that make up the Westwood community and sought to balance the many interests. Those serving on the Westwood NC share many of the same concerns as do the students. It is unrealistic for the students to blame the NC for the lack of affordable housing in West LA, of the nature of the businesses in the Village. (And, it should be pointed out that many Westwood Village businesses were hurt and left the Village after the university expanded its retail offerings on campus which reduced the daily/regular interactions between the campus and Westwood Village merchants.)

It was mentioned last night that the application for separation as submitted was deemed inadequate by DONE. Instead of working toward a unified NC at that point, I understand that it was DONE that suggested the annexation of a residential area west of Veteran Avenue to be included in the student Westwood Forward effort. This was done without consultation with those in the targeted area. How is this possible? How is it possible that a possible election date could be set without outreach to all affected stakeholders? And, why or how could a process seeking separation be pursued prior to making every effort to bring together the unhappy students with those who are involved with the NC. (I should add that there were students in attendance at last night's meeting who were supportive of the existing NC.) What's the hurry?

Rather than pursue a divorce, it is time to identify those who can help to mediate and work through the concerns and interests of the ENTIRE Westwood community. A living, breathing community cannot be neatly dissected from a map -- moving lines to define artificial boundaries. Relationships are what define a community and this effort to form a new NC does not improve or build upon relationships. It divides them. There are some very compelling reasons to maintain a NC that combines community and campus, "town and gown" --and some of those reasons were raised by student attendees themselves at last night's meeting. The proposed removal of the Village business community and the Persian business community from the Westwood NC is quite a radical idea clearly under the radar of the vast majority of stakeholders.

Many students who attend college are in the campus area for a short period of time; their knowledge of the broader community, of the city, of city government, etc. is limited. There is much to be gained by working with those who carry an institutional history with them. And they can benefit from new ideas and new energy. All NCs can benefit from the participation of new volunteers. Westwood is no different and additional student participation could provide many opportunities for new initiatives and strengthened ongoing work. The Westwood NC has many accomplishments of which to be proud (and it seemed that some of the students at last night's meeting were completely unaware of the work of the Westwood NC).

My experience as founder of the UCLA Village Food Co-op (an organization that was in operation for over a decade when there were NO food stores in Westwood Village) is very relevant to this discussion. The Co-op's long term survival serving students, faculty and staff on campus was made possible by the ongoing year-round involvement of community members who lived in the areas surrounding the campus. They were there to keep things going during vacation periods, over finals, etc. Those on campus worked hand-in- hand with the community members and the resulting organization was a mirror of the Westwood community. That is the vision that should be held for the Westwood NC.

We often complain about the dysfunction in Washington DC with the Republicans and Democrats unable to find common ground and come together to forge policy. It would seem to me that we in Los Angeles are no better if we cannot come together and work together to make the Westwood Neighborhood Council an even stronger entity than it is today.

I urge DONE to call a "time out" on the process of forming a new Westwood area NC. Show that we on the local level are capable of coming together to work through our differences. We do not pack up our buckets and shovels and go off to a new sandbox. We learn to work together. That is the message and lesson I would want to give to the students who are involved in this process. The alternative lesson is not a very hopeful one for any of us. There are better options.

I thank you for listening; I am most interested in hearing your thoughts on this.

> With optimism,
>
> Barbara
>
> Barbara Broide

--

Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:01:29 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:02:01 PM GMT-07:00

---------- Forwarded message ----------
From: **Michael Skiles** <skiles@ucla.edu>
Date: Fri, Mar 9, 2018 at 3:41 PM
Subject: Re: North Westwood NC Formation Committee Letter with revised bylaws info
To: Mike Fong <mike.fong@lacity.org>
Cc: Gibson Nyambura <gibson.nyambura@lacity.org>

Dear Mike

Thanks for this. I'm terribly sorry, but I just realized that I also needed to make the 2 to 3 year change on Attachment B, which is the chart at the end that outlines all of the positions and eligibility. Here it is updated.

Best regards,
Michael Skiles

On Friday, March 9, 2018 2:40 PM, Mike Fong <mike.fong@lacity.org> wrote:

Good afternoon North Westwood Neighborhood Council Formation Committee -

Hope you are doing well.

Please review attached letter regarding next steps including an upcoming community meeting with the Board of Neighborhood Commissioners and revised bylaws (former bylaws proposal of 2 business seats and 3 at-large seats to revised bylaws proposal of 2 at-large seats and 3 business seats).

Thanks!

Best,

Mike

--

Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
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NEIGHBORHOOD COUNCIL BYLAWS

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ATTACHMENT A – Map of Neighborhood Council

ATTACHMENT B - Governing Board Structure and Voting

ARTICLE I NAME

The name of this Neighborhood Council shall be the North Westwood Neighborhood Council.

(“Council”).

ARTICLE II PURPOSE

Principles of Governance - The purpose of the Council is to participate as a body on issues concerning our neighborhood and regarding the governance of the City of Los Angeles (“City”) in a transparent, inclusive, collaborative, accountable, and viable manner.

A. The MISSION of the Council is:

1. To provide an inclusive and open forum for public discussion of issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;

2. To advise the City on issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;

3. To initiate, execute and support projects for the physical, social and cultural improvement of the Council area; and

4. To facilitate communication between the City and Community Stakeholders on issues of concern to the community and/or the Stakeholders.

B. The POLICY of the Council is:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council;

2. To remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and committee members, as hereinafter set forth;

3. To utilize the Early Notification System (ENS) to inform the Council and Community Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision-making process;

4. To encourage all Stakeholders to participate in activities of the Council;

5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, gender identity, sexual orientation, age, disability, marital status, income, immigration status, homeowner/renter/homeless status, or political affiliation; and

6. To have fair, open, and transparent procedures for the conduct of all Council business.

ARTICLE III BOUNDARIES

The Council covers a geographic area described below.

Section 1: Boundary Description - The boundaries of the Council shall include the areas within the following lines of demarcation:

A. North – The south side of Sunset Boulevard from Veteran Avenue in the west to Hilgard Avenue in the east ; and

B. East – The east side of Hilgard Ave from Sunset Blvd in the north to Weyburn Ave in the south ; the south side of Weyburn Ave from Hilgard Ave in the west to Malcolm Avenue in the east; the west side of Malcolm Ave from Weyburn Ave in the north to Wilshire Boulevard in the south; the east side of Westwood Blvd from Wilshire Blvd in the north to Ohio Avenue in the south; and

C. South – The south side of Wilshire Blvd from Malcolm Ave in the east to Westwood Blvd in the west ; the north side of Ohio Ave from Westwood Blvd in the east to Veteran Ave in the west; and

D. West –The east side of Veteran Ave from Wilshire Blvd in the north to Ohio Ave in the south; the eastern side of the I-405 Freeway between Sunset Blvd in the North and Wilshire Blvd in the south, excluding the Veteran's Administration property. The boundaries of the Council are set forth in Attachment A - Map of the North Westwood Neighborhood Council.

Section 2: Internal Boundaries: Not applicable

ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. “Stakeholders” shall be defined as those who live, work, or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council’s boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

ARTICLE V GOVERNING BOARD

The Board of Directors (“the Board”) shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils

Section 1: Composition - The Board shall consist of fifteen (15) Stakeholders, who must be eighteen (18) years of age or older, who are elected, selected or appointed by the Board and/or Community Stakeholders.

The composition of the Board shall be as follows:

A. Homeowner Stakeholder Board Members (1) – Open to Stakeholders who own a residence that is located within the NC boundaries.

B. Renter Stakeholder Board Members (2) – Open to Stakeholders who rent a residence located within the NC boundaries.

C. General Residential Stakeholder (1) – Open to Stakeholders who spend the majority of their sleeping hours within the NC boundaries, either as a homeowner, renter, person who experiences homelessness, or person who sublets or otherwise informally lives within the boundaries.

D. Business Stakeholder Board Members (3) – Open to Stakeholders who work at or own a business or business property within the NC boundaries.

E. Undergraduate Student Member (1)—Open to stakeholders who are undergraduate students at a university or college within the NC boundaries. Students need not be currently enrolled as long as they have been enrolled within the past 460 days and intend to re-enroll within the next 460 days.

F. Graduate Student Member (1)—Open to stakeholders who are current graduate or professional students at a university or college within the NC boundaries. Students need not be currently enrolled as long as they have been enrolled within the past 460 days and intend to re-enroll within the next 460 days.

G. University Staff or Administrative Member (1) – Open to stakeholders who work at a university or college within the NC boundaries in a capacity in which they spend the majority of their time neither conducting academic research nor teaching. Employee need not be currently employed as long as they have been employed within the past 460 days and intend to be re-employed within the next 460 days.

H. Faculty Member (1) – Open to stakeholders who work at a university or college within the NC boundaries in a capacity in which they spend the majority of their time conducting academic research and/or teaching. Employee need not be currently employed as long as they have been employed within the past 460 days and intend to be re-employed within the next 460 days.

I. Organizational Stakeholder Board Members (2) – Open to Stakeholders who actively participate in a religious organization, educational institution, community organization, non-profit organization, neighborhood association, chamber of commerce, business improvement district, sorority, fraternity, school/parent group, student association, arts association, service organization, cultural group, etc. that primarily operates within the NC boundaries.

G. At-Large Stakeholder Board Members (2) – Open to Stakeholders of any category.

Section 2: Quorum - The quorum shall be 8 members of the Board.

Section 3: Official Actions - A simple majority vote by the Board members present, not including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.

Section 4: Terms and Term Limits – Elected board members shall serve a two (2) year term. Terms of office shall begin when and be extended until each election is certified by the City. Board members may serve no more than 9 consecutive years on the Council Board, and may not be elected to a term of office that, if fully served, would cause them to exceed 9 consecutive years of service. Variances of up to 5 months may be granted by the Council Board to these term limits, to prevent members from being disqualified from further service as a result of the City shifting the days it holds or certifies elections.

Section 5: Duties and Powers - The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

Section 6: Vacancies – Vacancies on the Board shall be filled by the Board using the following procedure:

A. Within 4 days of a position becoming vacant, the Council shall notify the public of the opportunity to apply for the open position through its website and any other efficient channels of communication.

B. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Board.

C. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.

D. The Board shall vote on the application at the meeting. If multiple applications for one seat have been submitted, the candidate with the most votes wins.

E. The candidate who wins shall fill the remaining term of the Board seat unless an election or selection occurs sooner.

F. In no event shall a vacant seat be filled where a general election is scheduled to occur within sixty (60) days of the date that a written application is presented to the Board.

Section 7: Absences - Any Board Member who misses three Neighborhood Council Governing Board Meetings within a 12-month period, without such absences being declared valid and excused by the President or the Governing Board, will be subject to removal from the Board. Members unable to attend a meeting must inform the President as soon as circumstances reasonably allow, stating their reasons for non-attendance, whereupon the President may deem their absences excused. Each Council Board Member absence shall be recorded in the Council's Meeting Minutes or other manner of Council record keeping, and, upon missing the required number of Board Meetings for removal, the Council Presiding Officer shall notify the Board Member of the absences and place on the agenda the removal of the Board Member at a regular or special Board meeting whereupon the Board shall determine the validity of the absences before taking action to remove the Board Member. Any meeting of the Neighborhood Council Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

Section 8: Censure - The Council can take action to publicly reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Council Board meeting. Censures shall be placed on the agenda for discussion and action. At least a two-thirds vote by the Board members present, including abstentions, at a meeting at which there is a quorum shall be required to take such action.

Section 9: Removal of Governing Board Members – The Council shall consult with the Office of the City Attorney throughout any Board removal process. Board members may be removed in the following ways:

A. Petition by Stakeholders– A Board member may be removed from office by the submission of a written petition to the Secretary, which includes: i) the identity of the Board member to be removed, ii) a description, in detail, of the reason for removal, and iii) the valid signatures of 200 Stakeholders.

1. Upon receipt of a written petition for removal, the Secretary shall cause the matter to be placed on the agenda for a vote of the Board at the next regular Council meeting.

2. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board Members.

3. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

B. Petition by Board - A Board Member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws, Operating Procedures or Code of Conduct following a Board Member's submission to the Board of a petition which includes: i) the identity of the Board Member to be removed, ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person, and iii) contains the signatures of at least three (3) Board members.

1. The petition shall be delivered simultaneously to all Board Members and the matter placed on the agenda and scheduled for a vote at the next regular Board Meeting.

2. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board Members.

3. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

4. The Board member being removed must first have been censured by the Board once for the same action before a Petition by the Board for removal shall be considered by the Council.

If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council's vacancy clause.

The Council shall not consider petitions for the removal of a board member more than once unless new reasons are offered for removal.

Section 10: Resignation - A Board member may resign from the Council, and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board for discussion and action at a Board meeting. However, board members who remain stakeholders but whose stakeholder category has shifted may serve out the remainder of their term in the seat to which they were elected or selected (e.g. if a renter buys a home in Westwood, or an undergraduate student becomes a grad student, they could respectively retain their renter and undergrad seats until the next election but then would thereafter have to seek seats that correspond with their new stakeholder status.) Removal of the resigning Board member requires a majority of the attending Board members

Section 11: Community Outreach - The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the regular Council meeting.

The Council shall maintain a website presence to disseminate information to Council Stakeholders and others interested in the Council.

In addition, the Board shall create, or shall cause to be created, a marketing plan to solicit participation from Stakeholders. The plan may include, for example, the creation of flyers, postcards, pamphlets and other related materials. It may also include e-mail blasts to various organizations including a regularly scheduled e-blast to local government officials and to the Business Improvement District, Neighborhood Associations, Student Associations and other local organizations as determined by the Board.

ARTICLE VI OFFICERS

Section 1: Officers of the Board - The officers of the Board (“Officers”) shall include the following positions which altogether comprise the Executive Committee: President, Vice President, Secretary, and Treasurer.

Section 2: Duties and Powers - The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board:

A. The President shall act as the chief executive of the Council and shall preside at all Council meetings.

B. The Vice President shall serve in place of the President if the President is unable to serve.

C. The Secretary shall keep minutes of all Board meetings. An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Board member, he or she shall not have any of the rights of a Board member, including the right to vote on matters before the Council.

D. The Treasurer shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the Council's Financial Management Plan and the Department's policies and procedures.

Section 3: Selection of Officers -

Officer positions shall be filled at the first official Board meeting following the election of the board, each 2 years.

Section 4: Officer Terms - The Officers shall serve 2 year terms and serve at the pleasure of the Board. They may stand for reelection every 2 years.

ARTICLE VII COMMITTEES AND THEIR DUTIES

All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

Section 1: Standing Committees – The Standing Committees of the Council are: The Executive Committee, the Budget and Finance Committee, The Outreach and Communications Committee, The Planning and Land Use Committee, The Elections Committee, and the Community Activities and Projects Committee.

Section 2: Ad Hoc Committees – The Board may create Ad Hoc Committees as needed to deal with temporary issues.

Section 3: Committee Creation and Authorization

A. Committee Authority - All committee recommendations shall be brought back to the full Board for discussion and action.

B. Committee Structure – With the exception of the Executive Committee, Committee members shall be appointed by the President and ratified by the Board. Standing Committees shall be comprised of at least two (2) Board members and may include any interested Stakeholders. Ad Hoc Committees shall be comprised of 3 or fewer Board members and may include any interested Stakeholders.

C. Committee Appointment – All Committee Chairs shall be appointed by the President and confirmed by the Board. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.

D. Committee Meetings – Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes shall be taken at every Committee meeting.

E. Changes to Committees - The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes.

F. Removal of Committee Members – The President may recommend that the Board remove a committee member. Removal shall require a majority vote of those board members in attendance.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (California Government Code Section 54950.5 et seq.), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place - All meetings shall be held within the Council boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

A. Regular Meetings - Regular Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.

B. Special Meetings – The President or a majority of the Board shall be allowed to call a Special Council Meeting as needed.

Section 2: Agenda Setting –

The President shall set the agenda for each Council meeting.

Any Stakeholder may make a proposal for action by the Council by submitting a written request to the Secretary or during the public comment period of a regular Council meeting. The Secretary shall promptly refer the proposal to a Standing Committee or the Board. At the next regular Council meeting, the Board shall either consider the proposal or create an Ad Hoc Committee to consider the proposal. The Council is required to consider the proposal, or to pass a motion objecting to consideration of the proposal and stating the reasons for this objection, at a Committee or Board meeting, but is not required to take further action on the proposal.

Proposals made under this subsection are subject to the rules regarding reconsideration.

Section 3: Notifications/Postings – Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. At a minimum, notice shall be posted at the Council's five (5) Public Notice Locations specified on the Posting Location Form filed with the Department, on its website (if applicable) and emailed out to Stakeholders if the Council maintains such a database. Regular and Special meeting agendas shall also be emailed to the Department.

Section 4: Reconsideration

The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

a. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.

b. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred. The Council may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.

c. A Motion for Reconsideration may be proposed only by a member of the board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").

d. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.

e. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.

f. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.

g. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

ARTICLE IX FINANCES

A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum funding allocation requirements.

B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.

C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.

D. Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.

E. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

F. The Council will not enter into any contracts or agreements except through the Department.

ARTICLE X ELECTIONS

Section 1: Administration of Election - The Neighborhood Council's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections. The Council shall make voting as accessible as possible to its stakeholders by allowing not only in-person voting but also online voting when feasible. The Council may also consider allowing other forms of voting such as voting by mail.

Section 2: Governing Board Structure and Voting - The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age - All Community Stakeholders aged sixteen (16) years old and above shall be entitled to vote in the Neighborhood Council Elections.

Section 4: Method of Verifying Stakeholder Status

Voters will verify their Stakeholder status through written self-affirmation.

Section 5: Restrictions on Candidates Running for Multiple Seats

A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

Section 6: Other Election Related Language: Not Applicable

ARTICLE XI GRIEVANCE PROCESS

A. Any grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed on the agenda for the next regular Council meeting.

B. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel.

C. Within two (2) weeks of the panel's selection, the Board shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.

D. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting.

E. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at Council meetings.

F. Board members are not permitted to file a grievance against another Board member or against the Council.

ARTICLE XII PARLIAMENTARY AUTHORITY

The Council shall use the:

Rosenberg's rules of order when conducting Council meetings. If Rosenberg's rules of order are silent on an issue, the Council shall refer to Robert's rules of order.

Additional rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board.

ARTICLE XIII AMENDMENTS

A. Any Board member may propose an amendment to these Bylaws by requesting that the Secretary place the item on the agenda.

B. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of a regular Council meeting.

C. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular Council meeting.

D. An amendment to these bylaws requires a two-thirds vote of the Board members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.

E. Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.

ARTICLE XIV COMPLIANCE

The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, county, state and federal laws, including, without limitation, the Plan for Citywide System of Government (hereinafter referred to as “the Plan”), the City Code of Conduct, the City Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1), the Brown Act (California Government Code Section 54950.5 et seq.), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1: Code of Civility – The Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner.

Section 2: Training – All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within forty-five (45) days of being seated, or they will lose their Council voting rights.

Section 3: Self Assessment – Every year, the Council shall conduct a self assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A: Boundaries of the North Westwood Neighborhood Council



ATTACHMENT B: Governing Board Structure and Voting North Westwood Neighborhood Council - 15 board Seats

Board Position	# Of Seats	Elected or Appointed?	Eligibility To Run For The Seat	Eligibility to Vote For The Seat
Seat 1: Homeowner Stakeholder	1	Elected	Open to Stakeholders who own a residence	All Community Stakeholders aged

Term: 2 Years			that is located within the NC boundaries.	sixteen (16) years old and above.
Seats 2-3: Renter Stakeholders Term: 2 Years for the 2 highest vote getters	2	Elected	Open to Stakeholders who rent a residence located within the NC boundaries.	All Community Stakeholders aged sixteen (16) years old and above.
Seat 4: General Residential Stakeholder Term: 2 Years	1	Elected	Open to Stakeholders who spend the majority of their sleeping hours within the NC boundaries, either as a homeowner, renter, person who experiences homelessness, or person who sublets or otherwise informally lives within the boundaries.	All Community Stakeholders aged sixteen (16) years old and above.
Seats 5-6: Business Stakeholders Term: 2 Years for the 3 highest vote getters	3	Elected	Open to Stakeholders who work at or own a business or business property within the NC boundaries.	All Community Stakeholders aged sixteen (16) years old and above.
Seat 7: Undergraduate Student Member Term: 2 Years	1	Elected	Open to stakeholders who are undergraduate students at a university or college within the NC boundaries. Students need not be currently enrolled as long as they have been enrolled within the past 460 days and intend to re-enroll within the next 460 days.	All Community Stakeholders aged sixteen (16) years old and above.
Seat 8: Graduate Student Member Term: 2 Years	1	Elected	Open to stakeholders who are current graduate or professional students at a university or college within the NC boundaries. Students need not be currently enrolled as long as they have been enrolled within the past 460 days and intend to re-enroll within the next 460 days.	All Community Stakeholders aged sixteen (16) years old and above.

Seat 9: University Staff or Administrative Member Term: 2 Years	1	Elected	Open to stakeholders who work at a university or college within the NC boundaries in a capacity in which they spend the majority of their time neither conducting academic research nor teaching. Employee need not be currently employed as long as they have been employed within the past 460 days and intend to be re-employed within the next 460 days.	All Community Stakeholders aged sixteen (16) years old and above.
Seat 10: Faculty Member Term: 2 Years	1	Elected	Open to stakeholders who work at a university or college within the NC boundaries in a capacity in which they spend the majority of their time conducting academic research and/or teaching. Employee need not be currently employed as long as they have been employed within the past 460 days and intend to be re-employed within the next 460 days.	All Community Stakeholders aged sixteen (16) years old and above.
Seats 11-12: Organizational Stakeholders Term: 2 Years for the 2 highest vote getters	2	Elected	Open to Stakeholders who actively participate in a religious organization, educational institution, community organization, non-profit organization, neighborhood association, chamber of commerce, business improvement district, sorority, fraternity, school/parent group, student association, arts association, service organization, cultural group, etc. that primarily operates within the NC boundaries.	All Community Stakeholders aged sixteen (16) years old and above.

Seats 13-15: At-Large Stakeholders Term: 2 Years for the 2 highest vote getters	2	Elected	Open to Stakeholders of any category.	All Community Stakeholders aged sixteen (16) years old and above.

Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:01:10 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:01:42 PM GMT-07:00

---------- Forwarded message ----------
From: **Grayce Liu** <grayce.liu@lacity.org>
Date: Fri, Mar 9, 2018 at 8:30 PM
Subject: Re: Date of election
To: GSA President <pres@gsa.asucla.ucla.edu>
Cc: Andrew Thomas <andrew@thewestwoodvillage.com>, Mike Fong <mike.fong@lacity.org>, Gibson Nyambura <Gibson.Nyambura@lacity.org>

Hi, Michael,

Hope all is well. Thanks for your email. We're happy to correct information when we can.

We'll discuss election date issues once we get to that point. City Clerk initially ruled out multiple election days for subdivision elections because of voter security issues though so it'll likely be only one election day.

Have a great weekend and see you next week!

Best,
Grayce

On Friday, March 9, 2018, GSA President <pres@gsa.asucla.ucla.edu> wrote:

> Dear Grayce,
>
> Thank you for correcting the rumor that we insisted on May 22nd (she's also been spreading a rumor that we are also insisting that there only be one polling place and that it be on campus).
>
> But while we did not request the May 22nd date, we actually do think it's important that the election be held on a weekday. I discussed this with Andrew from the BID and we concurred that if the election were held on a Sunday, that would exclude many of the business workers who commute to Westwood as well as tens of thousands of commuting UCLA students, faculty and staff. While I'm not sure who is uniquely available on Sundays, and while Tuesdays work well enough for all of our national elections, I would not be opposed to having a polling place open on Sundays *in addition* to a weekday. But have polling places on a weekday is critical to allowing all of Westwood's Stakeholders to participate in the democratic process.
>
> Best regards,
> Michael Skiles
> President, UCLA Graduate Students Association
> Graduate Chair, UC Council of Student Body Presidents
>
> On Fri, Mar 9, 2018 at 1:40 PM, Grayce Liu <grayce.liu@lacity.org> wrote:
>
> > Hi, Lisa,

Hope all is well. Thanks for the email. There has been a lot of misinformation circulating about this subdivision so I would appreciate it if you could confirm your information before stating it as fact. I did not say that Westwood Forward selected the May 22nd election date. This date was provided by the City Clerk as the earliest date they could assist us with conducting a Westwood subdivision election if the application moved to that phase. They also stated it was likely the latest date that could be set this fiscal year because of the Memorial Day holiday and the UCLA students going into finals in early June. That's why that date is in our February 9th letter to the Formation Committee.

When the Formation Committee came to City Hall to discuss the boundaries issue last week, we explained why that date was selected by the City Clerk. I can check with City Clerk if there is some wiggle room in changing that date to an earlier weekend if the subdivision application is approved next week to move to the election phase, and everyone is agreeable to less outreach time. Stakeholders will also have the opportunity to vote by mail so that should help those who cannot go to the polls the day of the election.

Please let me know if you have any other questions.

Best,

Grayce Liu
General Manager

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

NEIGHBORHOOD COUNCILS
EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT

Empower Yourself. Empower Your Community. Empower LA.

EMPOWERLA LEADERSHIP ACADEMY

On Thu, Mar 8, 2018 at 12:02 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Gibson and Grayce,
>
> Michael Skiles of Westwood Forward said at a public meeting today that they did not ask for the election date of May 22nd, which is on a Tuesday.
>
> You told me that date was chosen rather than a weekend because Westwood Forward asked for that.

Which is it??

ALL neighborhood Council elections have been implemented on a weekend in our region, so the broadest group of stakeholders could participate.

Why was a Tuesday chosen?

This needs to be changed to a weekend date.

Please advise ASAP.

Thanks,

Lisa

Lisa Chapman, MSO II

Practice Manager

UCLA Health

2001 Santa Monica Blvd. Ste 370/380

Santa Monica, CA 90404

Cell: [redacted]7

[redacted]@[redacted]ucla.edu



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--
Best,

Grayce Liu
General Manager

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



--

Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
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Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:00:40 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:01:12 PM GMT-07:00

---------- Forwarded message ----------
From: **Lilian Kim** <lilian.kim@lacity.org>
Date: Mon, Mar 12, 2018 at 11:03 AM
Subject: Re: Meeting Location
To: Michael Skiles <skiles@ucla.edu>
Cc: Mario Hernandez <mario.hernandez@lacity.org>, Gibson Nyambura <gibson.nyambura@lacity.org>, Mike Fong <mike.fong@lacity.org>

Hi Michael,

Yes, the Public will be able to comment on each agenda item.

Also, I got your voicemail regarding getting an attendant for parking. Thanks for that.

Thanks again,

Lilian Kim
Executive Administrative Assistant III

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office |(213) 473-6914 Email | Lilian.Kim@LACity.org Web | www.EmpowerLA.org

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Department of NEIGHBORHOOD EMPOWERMENT

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EMPOWERLA LEADERSHIP ACADEMY

On Mon, Mar 12, 2018 at 4:41 AM, Michael Skiles <skiles@ucla.edu> wrote:

> Hey Lilian,
>
> One question about the agenda--I don't see public comment on it. Will there be opportunities for public comments or questions?
>
> Best regards,
> Michael Skiles
>
> On Friday, March 9, 2018 1:45 PM, Lilian Kim <lilian.kim@lacity.org> wrote:
>
> Hi Michael,

Happy Friday. Glad to touch basis with you regarding the parking information. Please see attached agenda as promised.

Looking forward to meeting you in person next week.

Thanks,

Lilian Kim
Executive Administrative Assistant III

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office |(213) 473-6914 Email | Lilian.Kim@LACity.org Web | www.EmpowerLA.org

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EMPOWERLA LEADERSHIP ACADEMY

On Thu, Mar 1, 2018 at 1:16 PM, Michael Skiles <m.skiles7@sbcglobal.net> wrote:

> Yes, exactly the same! :)
>
> Sent from my iPhone
>
> On Mar 1, 2018, at 12:39 PM, Mike Fong <mike.fong@lacity.org> wrote:
>
> > Dear Michael,
> >
> > Sounds great. Thank you so much. Is parking arranged also as last time?
> >
> > Best,
> >
> > Mike
> >
> > On Thu, Mar 1, 2018 at 11:41 AM, Michael Skiles <skiles@ucla.edu> wrote:
> >
> > > Dear Mike,
> > >
> > > We were able to secure the same room and logistical arrangement as last time. 4th floor of Weyburn Commons, 11020 Weyburn Ave.
> > >
> > > Best regards,
> > > Michael Skiles
> > > President, UCLA Graduate Students Association
> > > Graduate Chair, UC Council of Presidents
> > >
> > > On Wednesday, February 28, 2018 5:39 PM, Mike Fong <mike.fong@lacity.org> wrote:
> > >
> > > Hi Michael,

Hope you are doing well.

Do we have an update on meeting location for the 13th at 6 pm?

Thanks!

Best,

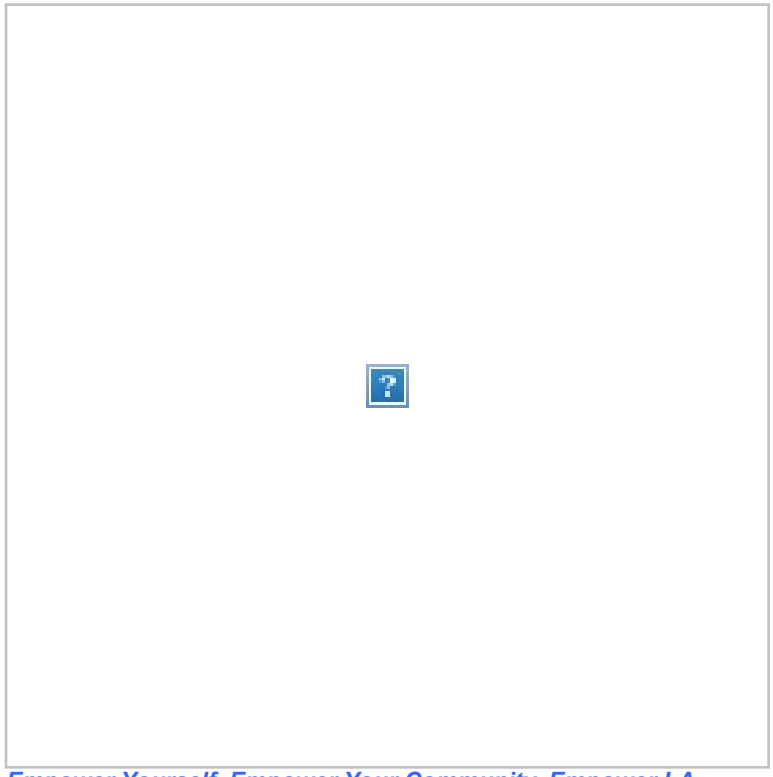
Mike

--

Mike Fong
Director of Policy and Government Relations

Department of Neighborhood Empowerment / Empower LA
200 North Spring Street, Suite 2005
Los Angeles, CA 90012

(213) 978-1551
mike.fong@lacity.org
Web | www.EmpowerLA.org



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--

Gibson Nyambura
Neighborhood Council Advocate

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EMPOWERLA LEADERSHIP ACADEMY

Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:00:27 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:00:59 PM GMT-07:00

---------- Forwarded message ----------
From: **Semee Park** <semee.park@lacity.org>
Date: Mon, Mar 12, 2018 at 6:55 PM
Subject: Fwd: 03/14/2018 07:00 PM - West Hills NC Board Meeting
To: Gibson Nyambura <gibson.nyambura@lacity.org>

FYI. No action needed.

Semee Park
Director of Neighborhood Council Operations

Department of Neighborhood Empowerment
14410 Sylvan St. 4th Floor
Los Angeles, CA 91401
Office | 818-374-9898
Email | Semee.Park@lacity.org
Web | www.EmpowerLA.org

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---------- Forwarded message ----------
From: **Glenn Bailey** <glennbaileyncs@gmail.com>
Date: Sun, Mar 11, 2018 at 12:00 PM
Subject: Re: 03/14/2018 07:00 PM - West Hills NC Board Meeting
To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>
Cc: NC Support <NCsupport@lacity.org>, Semee Park <Semee.Park@lacity.org>, Lisa Chapman <[redacted]@wwnc.org>, Eli Lipmen <commissionerlipmen@gmail.com>

Hi Lisa,

You are welcome.

I noticed that the Westwood NC Board meeting agenda was re-sent at 4:09 a.m. this morning by the City's Early Notification System to the correct distribution list so thanks to NC Support for doing so.

Cordially,

Glenn Bailey

Executive Committee Member
Valley Alliance of Neighborhood Councils (VANC)

Treasurer
Los Angeles Neighborhood Council Coalition (LANCC)
www.LANCC.org

Office/Voicemail/Text: 818-514-5355

On Sun, Mar 11, 2018 at 11:48 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Glenn,
>
> Thanks so much for seeing this and sending this out.
>
> NC Support, I am assuming everything is fine with our posting as this was not our mistake, but yours.
>
> Please advise.
>
> Thanks,
> Lisa
>
> Sent from my iPhone
>
> On Mar 10, 2018, at 4:41 PM, Glenn Bailey <glennbaileyncs@gmail.com> wrote:
>
> > (Resending as a forwarded message so the attachment is included.)
> >
> > To NC Support:
> >
> > Please note Wednesday's Westwood NC Board meeting agenda was sent out via ENS as a West Hills NC agenda in error.
> >
> > Please resend with the correct title and to the correct ENS distribution list.
> >
> > Thank you.
> >
> > Cordially,
> >
> > **Glenn Bailey**
> >
> > **Executive Committee Member**
> > **Valley Alliance of Neighborhood Councils (VANC)**
> >
> > **Treasurer**
> > **Los Angeles Neighborhood Council Coalition (LANCC)**
> > www.LANCC.org
> >
> > **Office/Voicemail/Text: 818-514-5355**
> >
> > ---------- Forwarded message ----------
> > From: **Ita Ensla** <ita.ensla@lacity.org>
> > Date: Fri, Mar 9, 2018 at 3:48 PM
> > Subject: 03/14/2018 07:00 PM - West Hills NC Board Meeting
> > To: ENSNC_770@listserv.lacity.org
> >
> > Attached is the new West Hills Neighborhood Councils document posted for Neighborhood Councils.
> >
> > TITLE: West Hills NC Board Meeting
> > DATE: 03/14/2018

TIME: 07:00 PM
To view the document online please visit: http://ens.lacity.org/ensnc/westhillsnc/ensncwesthillsnc770119325_03142018.pdf

To unsubscribe from this list, please click on this link:
http://listserv.lacity.org/cgi-bin/wa.exe?SUBED1=ensnc_770&A=1

<ensncwesthillsnc770119325_03142018.pdf>

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Gibson Nyambura
Neighborhood Council Advocate

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EMPOWERLA LEADERSHIP ACADEMY

Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:00:14 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:00:46 PM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Tue, Mar 13, 2018 at 11:04 AM
Subject: RE: May 22nd date
To: Gibson Nyambura <gibson.nyambura@lacity.org>

Why are we waiting on this, Gibson? Why hasn't this been asked of the City Clerk, already?

From: Gibson Nyambura [mailto:gibson.nyambura@lacity.org]
Sent: Tuesday, March 11
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Subject: Re: May 22nd date

Lisa,

I think after tonight's information session, that will be followed up.

Best,

On Mon, Mar 12, 2018 at 1:52 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Gibson,
>
> Where are we in requesting a new date for the election, on a Saturday or Sunday?
>
> Please let me know.
>
> Thanks,
>
> Lisa
>
> Lisa Chapman, MSO II

Practice Manager

UCLA Health

2001 Santa Monica Blvd. Ste 370/380

Santa Monica, CA 90404

Cell: [redacted]7

[redacted]@[redacted]ucla.edu



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--

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 12:00:00 PM GMT-07:00
Date Received: Friday, June 29, 2018 12:00:31 PM GMT-07:00

---------- Forwarded message ----------
From: **Mario Hernandez** <mario.hernandez@lacity.org>
Date: Tue, Mar 13, 2018 at 2:28 PM
Subject: Re: Question about tonight's meeting
To: Gibson Nyambura <gibson.nyambura@lacity.org>

Gonna play it safe, I requested spanish and farsi for tonight. last night was painful.

Thank you.

Mario Hernandez
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | (213) 473-7472 Fax | (213) 978-1751
Email | Mario.Hernandez@LACity.org Web | www.EmpowerLA.org



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On Tue, Mar 13, 2018 at 1:58 PM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:

> This is the answer I got.
>
> ---------- Forwarded message ----------
> From: **Michael Skiles** <skiles@ucla.edu>
> Date: Tue, Mar 13, 2018 at 1:57 PM
> Subject: Re: Question about tonight's meeting
> To: Gibson Nyambura <gibson.nyambura@lacity.org>, "gmeza1997@g.ucla.edu" <gmeza1997@g.ucla.edu>, Arielle Yael Mokhtarzadeh <usapres@asucla.ucla.edu>, "roxanne.stern@gmail.com" <roxanne.stern@gmail.com>, "plasmagrey@gmail.com" <plasmagrey@gmail.com>
>
> Dear Gibson,
>
> We have received no requests for such services.

Best regards,
Michael Skiles

On Tuesday, March 13, 2018 12:44 PM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:

Good afternoon Folks,

I wanted to ask a last minute question, is there a need for translation services? Please let me know.

Best,

--

Gibson Nyambura
Neighborhood Council Advocate

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:59:42 AM GMT-07:00
Date Received: Friday, June 29, 2018 12:00:13 PM GMT-07:00

---------- Forwarded message ----------
From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Wed, Mar 14, 2018 at 3:05 PM
Subject: Re: Persian Community
To: GSA President <pres@gsa.asucla.ucla.edu>
Cc: alex@damokala.com

Thank you very much Michael.

Best,

On Wed, Mar 14, 2018 at 2:59 PM, GSA President <pres@gsa.asucla.ucla.edu> wrote:

> Dear Gibson,
>
> Thank you for your call. Here's Alex Helmi's phone number: 310-475-7900
>
> Best regards,
> Michael Skiles
> President, UCLA Graduate Students Association
> Graduate Chair, UC Council of Student Body Presidents

--

Gibson Nyambura
Neighborhood Council Advocate

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:59:25 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:59:56 AM GMT-07:00

---------- Forwarded message ----------
From: **Alex Damoka Email** <alex@damokala.com>
Date: Wed, Mar 14, 2018 at 3:23 PM
Subject: Persian Square approved for Los Angeles
To: Gibson Nyambura <gibson.nyambura@lacity.org>
Cc: mskiles@humnet.ucla.edu

Hello Gibson
I look forward to speak to you and invite you to Persian sq
Please find the press release from Paul Koretz whom got it approved by city and he talked about me
Best regards
Alex Helmi

http://www.parstimes.com/news/archive/2010/persian_square.html

Sent from my iPhone

--

Gibson Nyambura
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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:59:14 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:59:45 AM GMT-07:00

---------- Forwarded message ----------
From: **Alex Damoka Email** <alex@damokala.com>
Date: Wed, Mar 14, 2018 at 3:28 PM
Subject: Webcast L.A. Officials Celebrate No Ruz at Westwood's Persian Square — Jewish Journal
To: gibson.nyambura@lacity.org
Cc: mskiles@humnet.ucla.edu

http://jewishjournal.com/uncategorized/78571/

Sent from my iPhone

--

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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:59:03 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:59:34 AM GMT-07:00

---------- Forwarded message ----------
From: **Alex Damoka Email** <alex@damokala.com>
Date: Wed, Mar 14, 2018 at 3:36 PM
Subject: Additional Endorsements for Paul Koretz
To: gibson.nyambura@lacity.org
Cc: mskiles@humnet.ucla.edu

I Nike name according to so many official Westwood Persian mayor of Westwood in his list

http://www.smartvoter.org/2013/03/05/ca/la/vote/koretz_p/endorse.html

Sent from my iPhone

--

Gibson Nyambura
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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:58:43 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:59:14 AM GMT-07:00

---------- Forwarded message ----------
From: **Laura Velkei** <laurahcnc@gmail.com>
Date: Thu, Mar 15, 2018 at 11:13 PM
Subject: Re: North Westwood NC - proposed subdivision
To: Gilbert Cedillo <Gilbert.Cedillo@lacity.org>, David Ryu <david.ryu@lacity.org>
Cc: Commission@empowerla.org, Joy Atkinson <Joyatkinson.bonc@gmail.com>, Commissioner Eli Lipmen <commissionerlipmen@gmail.com>, Leonard Shaffer <Commissionerlenshaffer@gmail.com>, debra.wehbe@lacity.org, maggie.darett-quiroz@lacity.org, sarah.dusseault@lacity.org, adeena.bleich@lacity.org, Nicholas Greif <nicholas.greif@lacity.org>, Arturo Chavez <Arturo.Chavez@lacity.org>, Tony.Ricasa@lacity.org, Debby Kim <Debby.Kim@lacity.org>, Herb Wesson <Wesson.hj@lacity.org>, deron.williams@lacity.org, Andrew Westall <andrew.westall@lacity.org>, edw.johnson@lacity.org, justin.wesson@lacity.org, paul.koretz@lacity.org, joan.pelico@lacity.org, david.hersch@lacity.org, jeffrey.ebenstein@lacity.org, jasmine.shamolian@lacity.org, gibson.nyambura@lacity.org, Darren Martinez <darren.martinez@lacity.org>, Elise Ruden <elise.ruden@lacity.org>, Carmen Hawkins <carmen.hawkins@lacity.org>, Mayor Garcetti <mayor.garcetti@lacity.org>, daniel.tamm@lacity.org, rglushon@lunaglushon.com, Barbara Broide <bbroide@hotmail.com>, Doug Fitzsimmons <chair@westsidecouncils.com>, "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>, Sandy Brown <[redacted]>, Stephen Resnick <[redacted]>, Sann Steven <stevesann2001@yahoo.com>, jheidt@heidttorres.com, Roozbeh Farahanipour <roozbeh@marzeporgohar.org>, Terry Tegnazian <terrteg@earthlink.net>, Grayce Liu <grayce.liu@lacity.org>, Mike Fong <Mike.Fong@lacity.org>, Lydia Moreno <lydia.hcnc@gmail.com>, Dafne Gokcen <dfgokcen@gmail.com>, Shirley <xiayiz@gmail.com>, Ron Fong <rfong@apisbp.org>, Kristin Fukushima <kristin@littletokyola.org>, Harley Cross <harleyhint@gmail.com>, Yuval Bar-Zemer <yuval@linear-city.com>, Hugo Ortiz <hugo.ortiz@lacity.org>, megan teramoto <megan.teramoto@lacity.org>

Dear Council Members Ryu and Cedillo -

I also support my colleagues in Westwood, however I'm feeling a lot less gracious in being subjected to a 4 hour meeting where only 2 commissioners made it thru the entire meeting. Thank you to both Ray and Eli for that.

Everyone must be clear that this was nothing but a box to be checked off to prove public comment was done. DONE clearly had/has no intention of listening to or acknowledging any of our comments. After sitting for 2 hours to endure a presentation that included documents that have been available for 2 months, we were granted 1 minute each.

In addition to the well documented and unbelievable defiance of any kind of protocol or ethics, at our meeting, Mike Fong went on recorded record stating that he had requested and allowed the signatures to be added because "they were dated the 15th".

But the 2 bigger reveals of the night were:

1) Don Toy stating again on recorded record and in front about 75 people that "they had to fill

out the names and signatures" admitting and further validating our statement that someone else wrote those names. As an aside, in the 2016 election, Don Toy was also behind the 430 names attached to one email address (his) that proved to be completely false. The only reason it was dealt with is because I raised a stink. I'm curious how the audio turned out on our meeting.

2) And Deputy City Attorney Carmen Hawkins, who was witnessed by no less then 3 people attempting to get Don's attention to attempt to stop him from speaking? So the Deputy City Attorney was colluding with the applicant? Wow. I believe someone caught that moment on their phone.

Exactly what will it take for someone to do something? A hundred people showed up to oppose this subdivision. Unlike the side who keeps touting inclusion, members from the Arts District, Little Tokyo, Solano and Victor Heights attended and spoke showing what true diversity looks like. No one showed up from any of our neighborhoods in support other than the applicants..

Council Members I ask that you insist that DONE deny the HCNC application and deny the Westwood application until all procedural and legal issues are cured.

Thank you.

On Thu, Mar 15, 2018 at 2:35 PM, Terry Tegnazian <terrteg@earthlink.net> wrote:

> I'd like to thank Grayce, Mike and their staff, and Commissioners Atkinson and Lipman, for hosting the "informational" meeting this past Tuesday, March 13, at UCLA.
>
> Under the applicable law, DONE has only two options — either approve or deny the subdivision application. **DONE does NOT have the legal authority to revise, modify or permit amendment of the subdivision application** with reference back to the original filing date. Of course, upon denial the applicants can try to correct and refile when the application period opens again in the fall.
>
> It is very clear from the testimony at Tuesday's meeting and the various submissions that have been made in opposition to this subdivision, that this application and DONE's process did not, and does not, meet the legal requirements for a subdivision — on both procedural and substantive grounds.
>
> In addition to all of the other fatalities that have been raised, in their application **Westwood Forward blatantly gerrymandered out all the single-family areas of the Westwood community** (as well as splitting recognized communities) – as a result, under that application the remaining Westwood Neighborhood Council (WWNC) would consist of only four single-family neighborhoods plus only part of the Persian business community on Westwood Blvd. Such gerrymandering was not permitted in the original formation of the WWNC — instead, all elements of community stakeholders were required to be included in the WWNC (single-family, renters, multifamily, businesses, university, grammar schools, students, staff, faith-based and other nonprofits, etc.) were required to be included — and it cannot be permitted now.
>
> I trust that DONE will in fact follow the law, and deny this application.
>
> Very truly yours,
>
> Terry Tegnazian

> President, Westwood Hills Property Owners Association

--
Laura Velkei
Historic Cultural Neighborhood Council
3rd Vice President
Chair, Land Use Committee
Chair, Bylaws Committee

educate. unify. activate.
(213) 373-1038

Follow me on:
@lauravelkei
lauravelkei
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--

Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
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Los Angeles, CA 90012
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Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:58:22 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:58:53 AM GMT-07:00

---------- Forwarded message ----------
From: **Margot Demopoulos** <demopoulosm@gmail.com>
Date: Sat, Mar 17, 2018 at 12:34 PM
Subject: North Westwood NC -- Proposed Subdivision
To: grayce.liu@lacity.org, Mike.Fong@lacity.org
Cc: Joyatkinson.bonc@gmail.com, commissionerlipmen@gmail.com, Commissionerlenshaffer@gmail.com, debra.wehbe@lacity.org, maggie.darett-quiroz@lacity.org, sarah.dusseault@lacity.org, adeena.bleich@lacity.org, nicholas.greif@lacity.org, david.ryu@lacity.org, Gilbert.Cedillo@lacity.org, Arturo.Chavez@lacity.org, Tony.Ricasa@lacity.org, Debby.Kim@lacity.org, Wesson.hj@lacity.org, deron.williams@lacity.org, andrew.westall@lacity.org, edw.johnson@lacity.org, justin.wesson@lacity.org, paul.koretz@lacity.org, joan.pelico@lacity.org, david.hersch@lacity.org, jeffrey.ebenstein@lacity.org, jasmine.shamolian@lacity.org, gibson.nyambura@lacity.org, darren.martinez@lacity.org, elise.ruden@lacity.org, carmen.hawkins@lacity.org, mayor.garcetti@lacity.org, daniel.tamm@lacity.org, rglushon@lunaglushon.com, bbroide@hotmail.com, chair@westsidecouncils.com, laurahcnc@gmail.com, [redacted]@[redacted]ucla.edu, [redacted], [redacted], stevesann2001@yahoo.com, jheidt@heidttorres.com, roozbeh@marzeporgohar.org, Terry Tegnazian <terrteg@earthlink.net>, westwoodhills@yahoogroups.com

I vehemently oppose the subdivision of the existing Westwood Neighborhood Council.

The subdivision application and DONE's process failed to meet the legal requisites for a subdivision, on both substantive and procedural grounds.

As such, it must be DENIED.

Margot Demopoulos
Westwood NC stakeholder

--

Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:58:07 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:58:38 AM GMT-07:00

---------- Forwarded message ----------
From: **Daniel Sones** <drsones@gmail.com>
Date: Sat, Mar 17, 2018 at 12:54 PM
Subject: North Westwood NC – proposed subdivision
To: Mike.Fong@lacity.org, grayce.liu@lacity.org
Cc: Commission@empowerla.org, Joyatkinson.bonc@gmail.com, commissionerlipmen@gmail.com, Commissionerlenshaffer@gmail.com, debra.wehbe@lacity.org, maggie.darett-quiroz@lacity.org, sarah.dusseault@lacity.org, adeena.bleich@lacity.org, nicholas.greif@lacity.org, david.ryu@lacity.org, Gilbert.Cedillo@lacity.org, Arturo.Chavez@lacity.org, Tony.Ricasa@lacity.org, Debby.Kim@lacity.org, Wesson.hj@lacity.org, deron.williams@lacity.org, andrew.westall@lacity.org, edw.johnson@lacity.org, justin.wesson@lacity.org, paul.koretz@lacity.org, joan.pelico@lacity.org, david.hersch@lacity.org, jeffrey.ebenstein@lacity.org, jasmine.shamolian@lacity.org, gibson.nyambura@lacity.org, darren.martinez@lacity.org, elise.ruden@lacity.org, carmen.hawkins@lacity.org, mayor.garcetti@lacity.org, daniel.tamm@lacity.org, rglushon@lunaglushon.com, bbroide@hotmail.com, chair@westsidecouncils.com, laurahcnc@gmail.com, [redacted]@[redacted]ucla.edu, [redacted], [redacted], stevesann2001@yahoo.com, jheidt@heidttorres.com, roozbeh@marzeporgohar.org, terrteg@earthlink.net, westwoodhills@yahoogroups.com

Hello,

I strongly oppose the subdivision of the existing Westwood Neighborhood Council. The subdivision application and DONE's process did not, and does not, meet the legal requirements for a subdivision — on both procedural and substantive grounds – and must be denied.

Sincerely,
Daniel Sones
Westwood NC stakeholder

--

Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:57:53 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:58:25 AM GMT-07:00

---------- Forwarded message ----------
From: **Catherine Kaufman** <ckdesigns2009@gmail.com>
Date: Sat, Mar 17, 2018 at 2:01 PM
Subject: North Westwood NC - proposed subdivision
To: Grayce.liu@lacity.org, Mike.Foong@lacity.org, Commission@empowerla.org, Joyatkinson.bonc@gmail.com, commissionerlipmen@gmail.com, Commissionerlenshaffer@gmail.com, debra.wehbe@lacity.org, maggie.darett-quiroz@lacity.org, sarah.dusseault@lacity.org, adeena.bleich@lacity.org, nicholas.greif@lacity.org, david.ryu@lacity.org, Gilbert.Cedillo@lacity.org, Arturo.Chavez@lacity.org, Tony.Ricasa@lacity.org, Debby.Kim@lacity.org, Wesson.hj@lacity.org, deron.williams@lacity.org, andrew.westall@lacity.org, edw.johnson@lacity.org, justin.wesson@lacity.org, paul.koretz@lacity.org, joan.pelico@lacity.org, david.hersch@lacity.org, jeffrey.ebenstein@lacity.org, jasmine.shamolian@lacity.org, gibson.nyambura@lacity.org, darren.martinez@lacity.org, elise.ruden@lacity.org, carmen.hawkins@lacity.org, mayor.garcetti@lacity.org, daniel.tamm@lacity.org, rglushon@lunaglushon.com, bbroide@hotmail.com, chair@westsidecouncils.com, laurahcnc@gmail.com, [redacted]@[redacted]ucla.edu, [redacted], [redacted], stevesann2001@yahoo.com, jheidt@heidttorres.com, roozbeh@marzeporgohar.org, terrteg@earthlink.net, westwoodhills@yahoogroups.com

Attention: DONE staff:

I strongly oppose the subdivsion of the existing Westwood Neighborhood Council. The subdivision application and DONE's
process did not, and does not, meet the legal requirements for a subdivision -- on both procedural and substantive
grounds - and must be denied.

Regards,

Catherine Kaufman
(Westwood NC stakeholder

--

Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

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Department of
NEIGHBORHOOD EMPOWERMENT

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EMPOWERLA LEADERSHIP ACADEMY

Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:57:38 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:58:09 AM GMT-07:00

---------- Forwarded message ----------
From: **Francesca Perazzelli** <francesca.perazzelli@gmail.com>
Date: Sat, Mar 17, 2018 at 2:55 PM
Subject: North Westwood NC – proposed subdivision
To: grayce.liu@lacity.org, Mike.Fong@lacity.org
Cc: Commission@empowerla.org, Joyatkinson.bonc@gmail.com, commissionerlipmen@gmail.com, Commissionerlenshaffer@gmail.com, debra.wehbe@lacity.org, maggie.darett-quiroz@lacity.org, sarah.dusseault@lacity.org, adeena.bleich@lacity.org, nicholas.greif@lacity.org, david.ryu@lacity.org, Gilbert.Cedillo@lacity.org, Arturo.Chavez@lacity.org, Tony.Ricasa@lacity.org, Debby.Kim@lacity.org, Wesson.hj@lacity.org, deron.williams@lacity.org, andrew.westall@lacity.org, edw.johnson@lacity.org, justin.wesson@lacity.org, paul.koretz@lacity.org, joan.pelico@lacity.org, david.hersch@lacity.org, jeffrey.ebenstein@lacity.org, jasmine.shamolian@lacity.org, gibson.nyambura@lacity.org, darren.martinez@lacity.org, elise.ruden@lacity.org, carmen.hawkins@lacity.org, mayor.garcetti@lacity.org, daniel.tamm@lacity.org, rglushon@lunaglushon.com, bbroide@hotmail.com, chair@westsidecouncils.com, laurahcnc@gmail.com, [redacted]@[redacted]ucla.edu, [redacted], Stephen Resnick <[redacted]>, Steven Sann <stevesann2001@yahoo.com>, jheidt@heidttorres.com, roozbeh@marzeporgohar.org, Terry Tegnazian <terrteg@earthlink.net>, "<westwoodhills@yahoogroups.com>" <westwoodhills@yahoogroups.com>

Dear Council Persons Grace and Mike,

We strongly oppose the subdivision of the existing Westwood Neighborhood Council. The subdivision application and DONE's process did not, and does not, meet the legal requirements for a subdivision — on both procedural and substantive grounds – and must be denied."

We strongly agree with the above statement.

Sincerely,

Francesca and Joseph Perazzelli Homeowners

Francesca Perazzelli AIA LEED AP
fpa.aia *a r c h i t e c t u r e*
183 Greenfield Avenue
Los Angeles, California
cell: 310 963-2170
francesca.perazzelli@gmail.com

--

Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005
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EMPOWERLA LEADERSHIP ACADEMY

Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:57:28 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:57:59 AM GMT-07:00

---------- Forwarded message ----------
From: **Jim & Sue Hosek** <jshosek@gmail.com>
Date: Sat, Mar 17, 2018 at 3:06 PM
Subject: North Westwood NC – proposed subdivision
To: grayce.liu@lacity.org, Mike.Fong@lacity.org
Cc: Commission@empowerla.org, Joyatkinson.bonc@gmail.com, commissionerlipmen@gmail.com, Commissionerlenshaffer@gmail.com, debra.wehbe@lacity.org, maggie.darett-quiroz@lacity.org, sarah.dusseault@lacity.org, adeena.bleich@lacity.org, nicholas.greif@lacity.org, david.ryu@lacity.org, Gilbert.Cedillo@lacity.org, Arturo.Chavez@lacity.org, Tony.Ricasa@lacity.org, Debby.Kim@lacity.org, Wesson.hj@lacity.org, deron.williams@lacity.org, andrew.westall@lacity.org, edw.johnson@lacity.org, justin.wesson@lacity.org, paul.koretz@lacity.org, joan.pelico@lacity.org, david.hersch@lacity.org, jeffrey.ebenstein@lacity.org, jasmine.shamolian@lacity.org, gibson.nyambura@lacity.org, darren.martinez@lacity.org, elise.ruden@lacity.org, carmen.hawkins@lacity.org, mayor.garcetti@lacity.org, daniel.tamm@lacity.org, rglushon@lunaglushon.com, bbroide@hotmail.com, chair@westsidecouncils.com, laurahcnc@gmail.com, [redacted]@[redacted]ucla.edu, [redacted], [redacted], stevesann2001@yahoo.com, jheidt@heidttorres.com, roozbeh@marzeporgohar.org, terrteg@earthlink.net, westwoodhills@yahoogroups.com

We strongly oppose the subdivision of the existing Westwood Neighborhood Council. The subdivision application and DONE's process did not, and does not, meet the legal requirements for a subdivision — on both procedural and substantive grounds – and must be denied. We are also concerned that the subdivision removes a potentially valuable forum for shaping the future of Westwood to balance the needs of its varied communities.

James and Susan Hosek
Westwood resident

--

Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:57:16 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:57:47 AM GMT-07:00

---------- Forwarded message ----------
From: **Martha Cotton** <martha.cotton@gmail.com>
Date: Sat, Mar 17, 2018 at 3:10 PM
Subject: North Westwood NC - proposed subdivision
To: grayce.liu@lacity.org, Mike.Fong@lacity.org
Cc: Commission@empowerla.org, Joyatkinson.bonc@gmail.com, commissionerlipmen@gmail.com, Commissionerlenshaffer@gmail.com, debra.wehbe@lacity.org, maggie.darett-quiroz@lacity.org, sarah.dusseault@lacity.org, adeena.bleich@lacity.org, nicholas.greif@lacity.org, david.ryu@lacity.org, Gilbert.Cedillo@lacity.org, Arturo.Chavez@lacity.org, Tony.Ricasa@lacity.org, Debby.Kim@lacity.org, Wesson.hj@lacity.org, deron.williams@lacity.org, andrew.westall@lacity.org, edw.johnson@lacity.org, justin.wesson@lacity.org, paul.koretz@lacity.org, joan.pelico@lacity.org, david.hersch@lacity.org, jeffrey.ebenstein@lacity.org, jasmine.shamolian@lacity.org, gibson.nyambura@lacity.org, darren.martinez@lacity.org, elise.ruden@lacity.org, carmen.hawkins@lacity.org, mayor.garcetti@lacity.org, daniel.tamm@lacity.org, rglushon@lunaglushon.com, bbroide@hotmail.com, chair@westsidecouncils.com, laurahcnc@gmail.com, [redacted]@[redacted]ucla.edu, [redacted], [redacted], stevesann2001@yahoo.com, jheidt@heidttorres.com, roozbeh@marzeporgohar.org, Terry Tegnazian <terrteg@earthlink.net>, westwoodhills@yahoogroups.com

I strongly oppose the subdivision of the existing Westwood Neighborhood Council. The subdivision application and DONE's process did not, and does not, meet the legal requirements for a subdivision — on both procedural and substantive grounds – and must be denied.

Martha Cotton
Westwood NC stakeholder

--

Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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Subject: PRA - CASE #22157
From: Gibson Nyambura <gibson.nyambura@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Friday, June 29, 2018 11:57:06 AM GMT-07:00
Date Received: Friday, June 29, 2018 11:57:37 AM GMT-07:00

---------- Forwarded message ----------
From: **Sam H. Grayeli** <sgrayeli@brcadvisors.com>
Date: Sat, Mar 17, 2018 at 4:32 PM
Subject: North Westwood NC - proposed subdivision
To: grayce.liu@lacity.org, Mike.Fong@lacity.org
Cc: Commission@empowerla.org, Joyatkinson.bonc@gmail.com, commissionerlipmen@gmail.com, Commissionerlenshaffer@gmail.com, debra.wehbe@lacity.org, maggie.darett-quiroz@lacity.org, sarah.dusseault@lacity.org, adeena.bleich@lacity.org, nicholas.greif@lacity.org, david.ryu@lacity.org, Gilbert.Cedillo@lacity.org, Arturo.Chavez@lacity.org, Tony.Ricasa@lacity.org, Debby.Kim@lacity.org, Wesson.hj@lacity.org, deron.williams@lacity.org, andrew.westall@lacity.org, edw.johnson@lacity.org, justin.wesson@lacity.org, paul.koretz@lacity.org, joan.pelico@lacity.org, david.hersch@lacity.org, jeffrey.ebenstein@lacity.org, jasmine.shamolian@lacity.org, gibson.nyambura@lacity.org, darren.martinez@lacity.org, elise.ruden@lacity.org, carmen.hawkins@lacity.org, mayor.garcetti@lacity.org, daniel.tamm@lacity.org, rglushon@lunaglushon.com, bbroide@hotmail.com, chair@westsidecouncils.com, laurahcnc@gmail.com, [redacted]@[redacted]ucla.edu, [redacted], [redacted], stevesann2001@yahoo.com, jheidt@heidttorres.com, roozbeh@marzeporgohar.org, terrteg@earthlink.net, westwoodhills@yahoogroups.com

DONE, et al.,

I strongly oppose the subdivision of the existing Westwood Neighborhood Council. The subdivision application and DONE's process did not, and does not, meet the legal requirements for a subdivision — on both procedural and substantive grounds – and must be denied.

Sincerely,

Sam H. Grayeli

Westwood NC stakeholder (Homeowner)

439 Veteran Avenue

Los Angeles, CA 90024

Sam H. Grayeli
Managing Partner

MULTIFAMILY INVESTMENT GROUP
REAL ESTATE INVESTMENT SERVICES | BRC Advisors COMMERCIAL REAL ESTATE

9301 Wilshire Boulevard, Suite 206| Beverly Hills, CA 90210-6199

Direct: 310.525.3711 |Fax: 310.651.9626

sgrayeli@brcadvisors.com | www.brcadvisors.com

Assistant: Jeanne Raguero | Direct: 424.230.7300 | staff@brcadvisors.com

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CA License #: 01299288 | Salesperson

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Gibson Nyambura
Neighborhood Council Advocate

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EMPOWERLA LEADERSHIP ACADEMY

Subject: PRA - CASE #22157
From: Jose Galdamez <jose.galdamez@lacity.org>
To: ELA PRA <ELA.PRA@lacity.org>
Date Sent: Friday, June 29, 2018 1:26:48 PM GMT-07:00
Date Received: Friday, June 29, 2018 1:27:30 PM GMT-07:00

Forwarded conversation
Subject: **EmpowerLA - Monthly Profile - Westwood**

From: <empowerla@lacity.org>
Date: Tue, Jan 3, 2017 at 5:04 PM
To: wwnc@empowerla.org
Cc: NCSupport@lacity.org

Dear Neighborhood Council Leaders,

We hope you are well. Attached is your Neighborhood Council Profile for January 2017.

Please let us know if you have any questions.

Have a great evening!

--
Best Regards,
NC Support Team

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Downtown Office: (213) 978-1551
Downtown Fax: (213) 978-1751

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Department of
NEIGHBORHOOD EMPOWERMENT

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EMPOWERLA LEADERSHIP ACADEMY

From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Wed, Jan 4, 2017 at 1:40 PM
To: "Rosters@EmpowerLA.org" <Rosters@empowerla.org>

From: Chapman, Lisa
Sent: Wednesday, January 04, 2017 1:03 PM
To: 'rosters@empowerla.org' <rosters@empowerla.org>
Cc: laura winikow (lwinikow@yahoo.com) <lwinikow@yahoo.com>
Subject: FW: EmpowerLA - Monthly Profile - Westwood

Please find Laura Winikow's updated Ethics certification. Please make any updates onto the website….

Thanks,

Lisa

UCLA HEALTH SCIENCES IMPORTANT WARNING: This email (and any attachments) is only intended for the use of the person or entity to which it is addressed, and may contain information that is privileged and confidential. You, the recipient, are obligated to maintain it in a safe, secure and confidential manner. Unauthorized redisclosure or failure to maintain confidentiality may subject you to federal and state penalties. If you are not the intended recipient, please immediately notify us by return email, and delete this message from your computer.

From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Thu, Jan 12, 2017 at 12:21 PM
To: EmpowerLA Rosters <Rosters@empowerla.org>
Cc: "laura winikow (lwinikow@yahoo.com)" <lwinikow@yahoo.com>

Laura…can you please attach your ethics certificate again for them? I hadn't looked at the last attachment you sent to me, but it wasn't the ethics form attached…..

From: EmpowerLA Rosters [mailto:Rosters@empowerla.org]
Sent: Thursday, Janu 017 PM
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Subject: Re: FW: EmpowerLA - Monthly Profile - Westwood

Hi Lisa,

Could you send the ethics certification for Laura Winikow again. The email did not have the attachment.

Best,

Jose Galdamez

Office | 213-978-1551 Fax | 213-978-1751

Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

--
Sincerely,

Jose Galdamez
Project Coordinator

Department of Neighborhood Empowerment
14410 Sylvan St. 4th Floor
Van Nuys, CA 91401
Office | 818-374-9898 Fax | 818-374-9877
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- Update - Council File: 16-1324
- Update - Council File: 16-1331
- Update - Council File: 17-1100-S2
- No New Update - Council File: 06-0125-S2

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Important Dates

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Dear Westwood Council leaders,

Happy 2017! We are welcoming the new year tonight by celebrating the 15 year anniversary of Glassell Park Neighborhood Council with the Board of Neighborhood Commissioners. Because we will have 55 Neighborhood Councils reaching their 15 year anniversary in 2017, it is going to be a year long celebration at every meeting field meeting of the Commission. Because there are so many Neighborhood Councils to honor and there are only 12 field Commission meetings, some Neighborhood Councils will be getting their certificates early and others past their actual certification date. We apologize for this timing and hope that you'll also be celebrating with your stakeholders at your board meetings, too. We're also happy to be partnering with CityWatch to capture stories from Neighborhood Council board members on the impact of the Neighborhood Council system. Here are the Neighborhood Councils reaching the 15 year milestone in 2017:

Neighborhood Council	Certification Date
Glassell Park	1/8/2002
West Hills	1/22/2002
Central San Pedro	2/12/2002
Northwest San Pedro	2/12/2002
West Adams	2/19/2002
Mid City	2/19/2002
Woodland Hills-Warner Center	3/6/2002
Pacoima	3/7/2002
Westchester-Playa	3/12/2002
Venice	3/12/2002
PICO	3/12/2002
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Empowerment Congress Southwest	3/23/2002
Empowerment Congress Southeast	3/23/2002
Empowerment Congress West	3/23/2002
Park Mesa Heights	3/23/2002
Harbor City	3/26/2002
Eagle Rock	4/2/2002
Central Hollywood	4/9/2002
Echo Park	4/16/2002
Empowerment Congress North	4/27/2002
Downtown LA	4/27/2002
Lincoln Heights	4/27/2002
Historic Cultural	4/27/2002
Hollywood Hills West	5/7/2002
Sun Valley Area	5/7/2002
United Neighborhoods	5/14/2002
Boyle Heights	5/21/2002
LA 32	5/21/2002
Historic Highland Park	5/28/2002
Westside	6/4/2002
Los Feliz	6/11/2002
Canoga Park	6/18/2002
Mid City West	6/25/2002
Elysian Valley Riverside	7/9/2002
Van Nuys	7/23/2002
South Robertson	8/13/2002
Mar Vista	8/13/2002
Greater Valley Glen	8/27/2002
Granada Hills North	9/10/2002
Greater Toluca Lake	9/10/2002
Valley Village	9/10/2002
North Hollywood Northeast	9/24/2002
Mid-Town North Hollywood	9/24/2002
Arroyo Seco	10/2/2002
Encino	10/8/2002
Reseda	10/8/2002
Bel Air-Beverly Crest	10/8/2002
Hollywood United	10/15/2002
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Special Order 40 mandates that Police Officers not question individuals solely to determine their immigration status and ensuring that undocumented individuals residing in Los Angeles are able to report crime to the police and participate in investigations without fear of being deported. With the election of Donald J. Trump to the presidency, Immigrant communities fear mass deportations and other disruptive and damaging policies. The president-elect has taken an aggressive stance on immigration and because of this the Los Angeles City Council reaffirms support for LAPD's policies related to dealing with

undocumented immigrants, including Special Order 40, which ensures that all members of the community, regardless of immigration status, can interact with the Police Department without fear of being asked about their immigration status.

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Update - Council File: 16-1331 relative to a possible May 2017 ballot measure regarding an all-civilian Board of Rights panel for disciplinary matters involving Los Angeles Police Department officers, was waived out of the Rules, Elections, Intergovernmental Relations and Neighborhoods Committee on December 6, 2016. City Clerk scheduled item for Council on December 13, 2016. An amending motion was introduced on the same day instructing the Chief Legislative Analyst (CLA), with the assistance of the City Attorney and the City Administrative Officer (CAO), to include in a report back an analysis of the application and selection process for civilian members of the LAPD Board of Rights. The motion also instructed the CLA to provide an analysis of cases, including rank of charged officer, and how Command Officers and Civilian Board of Rights members have ruled on matters, compared to the findings of the Chief of Police after the third year of the program if approved by the voters and implemented by the Council. City Council approved this item on December 15, 2016.

Has your Neighborhood Council submitted a Community Impact Statement (CIS) on the matter?
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Update - Council File: 17-1100-S2 relative to Cannabis Related Activity was voted on by the City Council on November 15, 2016 to place the matter on the Ballot Measure on March 7, 2017. Hearings were held to hear community input under **Council File: 14-0366-S5** relative to Proposition D, Medical Marijuana Dispensaries and Adult Use of Medical Marijuana Act. The Rules, Elections, Intergovernmental Relations and Neighborhoods Committee held a hearing on November 29, 2016 and continued the item to **December 7, 2016**. At its special meeting on December 7, 2016, the Rules, Elections, Intergovernmental Relations, and Neighborhoods Committee, pursuant to Election Code Section 605, considered requests for designation as author of ballot arguments and rebuttal arguments in favor and against the ballot measure relative to cannabis regulation after citizen input, taxation, and enforcement;

Has your Neighborhood Council submitted a Community Impact Statement (CIS) on the matter?
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No New Update - Council File: 06-0125-S2 relative to Nuisance Motels, Police Department Service Calls and Permit Feasibility Study is currently pending in the Public Safety Committee and a hearing date has not been determined. The City of Los Angeles is looking to explore the feasibility of a regulation program for nuisance motels that attract gang activity, drug use and prostitution. Such a program would have to be based on crime and calls-for-service statistics which would support the need to regulate motels. This motion is asking for a study to determine whether or not a police permit regulation is necessary to improve the safety issues at motels in the City. This is a citywide concern and necessary steps are needed in order to have an effective regulatory system in place.

If the Public Safety Committee approves this motion and any related reports (A **YES** vote) the matter will be scheduled to go before the City Council with the committees' recommendations.

If the Public Safety Committee does not approve this motion (A **NO** vote) the matter is still referred to the full City Council for deliberations, further instructions, or approval.

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Account Balances, Community Impact Statements, Agendas, and Greivances

As of 12/31/2016, your current checking account balance is $12,122.12, and as of 01/03/2017, you have $8,339.30 in your city account

As of 1/3/2017, you have filed 1 Community Impact Statements, and 2 agendas have been posted for your Neighborhood Council for the current month.

As of 1/3/2017, 0 Grievances have been filed against your Neighborhood Council.

Please continue to next page to see your Board Member certification status, Expired or Missing Mandatory Trainings, Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Your current Board Members and their certification are as follows:

First Name	Last Name	Board Seat	Ethics Expiration	Funding Certification	Code of Conduct
Stephen	Resnick	Owner Residential Group Directors	9/13/2018	8/5/2013	11/3/2016
Scott	Whittle	Owner Residential Group Directors	7/20/2018	9/4/2014	10/25/2016
Sandy	Brown	Owner Residential Group Directors	11/2/2018	9/4/2014	10/25/2016
Constance	Boukidis	Owner Residential Group Directors	9/16/2018	9/4/2014	9/9/2016
Ian	Cocroft	Rental Residential Group Director	11/8/2017	11/8/2015	11/8/2015
Eugene	Tseng	Rental Residential Group Director	9/8/2016	6/15/2016	6/15/2016
David	Lorango	Rental Residential Group Director	11/4/2017	11/6/2015	10/25/2016
Trent	Jolly	Rental Residential Group Director	7/13/2018	7/13/2016	10/25/2016
Mark	Rogo	Business Group Directors	2/12/2014	9/1/2013	10/6/2016
Roozbeh	Farahanipour	Business Group Directors	9/8/2016	9/4/2014	10/31/2016
Marcello	Robinson	Business Group Directors	2/6/2017	2/6/2015	12/14/2016
Philip	Gabriel	Business Group Directors	10/17/2018		10/11/2016
Angus	Beverly	Student Director	3/6/2017	8/27/2013	9/13/2016
Lisa	Chapman	Faculty or Staff Director	3/26/2017	3/26/2015	10/25/2016
Caroline	Conway	Educational Community Director		8/10/2016	8/10/2016
Ann	Hayman	Non-Profit/Arts/Culture/Recreational Community Director	7/8/2017	6/27/2015	10/25/2016
Mitchell	Keiter	Faith based Community Director	9/8/2016	9/4/2014	11/1/2016
Chantelle	Eastman	At Large Director		7/13/2016	7/13/2016
Laura	Winikow	At Large Director	8/16/2015	7/21/2014	9/9/2016

Please submit any updates and changes to the roster to Rosters@EmpowerLA.org, including any Ethics Certifications.

Please continue to next page to see Expired or Missing Mandatory Trainings, your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Board Members With Expired of Missing Mandatory Trainings

In order to vote on Neighborhood Council funding items, Neighborhood Council board members must have current ethics training and funding training. The Neighborhood Council bylaws may also require these trainings to vote for nonfunding items as well. To serve on a board, Neighborhood Council board members must also have either read and signed a Code of Conduct or have watched the video. To complete these trainings, please click here.
NOTE: in person and online ethics training must be a minimum of 2 hours. If you complete the ethics training online, please ensure that you take 2 hours to complete the training as we will not accept any certificates that show less than 2 hours.

The following board members below are missing one of these mandatory trainings. If updates are needed, please contact Rosters@EmpowerLA.org.

Board Members who have not completed the Funding training:

First Name	Last Name	Board Seat
Philip	Gabriel	Business Group Directors

Board Members with missing or expired Ethics Certificates:

First Name	Last Name	Board Seat
Eugene	Tseng	Rental Residential Group Director
Mark	Rogo	Business Group Directors
Roozbeh	Farahanipour	Business Group Directors
Caroline	Conway	Educational Community Director
Mitchell	Keiter	Faith based Community Director
Chantelle	Eastman	At Large Director
Laura	Winikow	At Large Director

Board Members who have not completed the Code of Conduct training or their certificate has expired:

First Name	Last Name	Board Seat
Ian	Cocroft	Rental Residential Group Director

Please continue to next page to see your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Your cases for this month are:

Title	Case#	Case Lead	Open Date	Status
Rosters - Board Member Ethics Certification Update	15803	Jose Galdamez	12/15/2016	C - Resolved
Rosters - Board Member Ethics Certification Update	15817	Jose Galdamez	12/16/2016	C - Resolved

Please continue to next page to see Important dates, and Existing Vendors for NCs.

Important Dates

For all events, please check out EmpowerLA's Calendar

1/2/2017	**HOLIDAY**	New Year's Day Observed
1/3/2017	6pm - 9pm	Board of Neighborhood Commissioners Regular Meeting
1/4/2017	6:30pm - 8:30 pm	Harbor Alliance of Neighborhood Councils Monthly Meeting
1/7/2017	8:45am - 10:00am	Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Monthly Meeting
1/7/2017	10:00am - 1:00pm	Los Angeles Neighborhood Council Coalition Monthly Meeting
1/9/2017	6:00pm - 8:00pm	Neighborhood Council Budget Advocates Meeting
1/9/2017	6:00pm – 8:00pm	Neighborhood Council Animal Services Liaisons Meeting
1/12/2017	6:30pm – 9:00pm	Valley Alliance of Neighborhood Councils Planning Forum
1/14/2017	10:00am - 12:00pm	Clean Streets LA Challenge Awards
1/14/2017	10:00am – 12:00pm	PlanCheckNC Monthly Meeting
1/16/2017	**HOLIDAY**	Martin Luther King, Jr. Day
1/16/2017	1:00pm - 4:00pm	Cancelled - Board of Neighborhood Commissioners Regular Meeting
1/16/2017	7:00pm – 9:00pm	Alliance of River Communities Monthly Meeting
1/17/2017	6:00pm - 9:00pm	Neighborhood Council Civic University 1.0
1/18/2017	8:30am - 10:00am	Westside Regional Alliance of Councils Monthly Meeting
1/19/2017	6:30pm – 8:30pm	South Los Angeles Alliance of Neighborhood Councils Monthly Meeting
1/20/2017	9:00am – 10:00am	Rules, Elections, Intergovernmental Relations, and Neighborhoods City Council Committee Meeting
1/21/2017	10:00am - 12:00pm	Neighborhood Council Budget Advocates Meeting
1/23/2017	6:00pm – 7:00pm	Leadership Academy – Ethics Training - Valley
1/23/2017	10:00am - 2:00pm	Board of Neighborhood Commissioners Special Meeting - Retreat
1/24/2017	6:00pm - 9:00pm	Neighborhood Council Civic University 1.0
1/26/2017	6:00pm - 8:00pm	Neighborhood Council Film Liaisons Town Hall
1/28/2017	10:00am - 12:00pm	Neighborhood Council Emergency Preparedness Alliance Monthly Meeting
1/31/2017	6:00pm - 9:00pm	Neighborhood Council Civic University 1.0
1/31/2017	6:00pm - 8:00pm	Purposeful Aging Town Hall

Existing Vendors for NCs

Web Service Providers:

Civic Resource Group
Contact: Gregory Curtin, CEO
gregc@civicresource.com

The Mailroom
Contact: Kristina Smith
(310)-514-1797
ksmith@klct.com

Moore Business Results
Contact: Wendy Moore
(818)-252-9399
wmoore@moorebusinessresults.com

Port Town Websites
Contact: Jill Fox
(310)-832-0836
jill@porttownwebsites.com

The Web Corner
Contact: Robert Adams, Owner
(818)-345-7443
rob@thewebcorner.com

Zeldesign
Contact: Zelda Harrison
(310)-559-2770
zeldesign@sbcglobal.net

Temp Service Providers:

Apple One Employment Services
Contact: Jenn Rounds
(213)-892-0234
jrounds@appleone.com

Lloyd Staffing
Contact: Luly Santana
(562)-860-2555 Ext 101
LSantana@lloydstaffing.com

Partners in Diversity
Contact: Arlene Apodaca
(626)-793-0020
arlene.apodaca@p-i-d.biz

Bridgegap Temporary Staffing and Services Agency
Contact: Terrence Gomes
(310)-387-1374
info@btsasa.com

Translation Services:

Excel Interpreting
Contact: Koy Saephan
(800)915-0638 x 108
koy@excelinterpreting.com

Interpreters Unlimited
Contact Sanjit Singh
(855)-550-6100
Sanjit.singh@iugroup.com

Language Line Services
Contact Thomas Calannio
(831) 648-7445
TCalannio@languageline.com

We will continue to refine the Neighborhood Council Profiles over the next year based on your feedback. If you have any questions, comments or suggestions, please contact the Neighborhood Council Support Helpline at **NCSupport@LACity.org** or by calling **213-978-1551** for assistance.

Thank you for all you do to Empower LA!

NEIGHBORHOOD COUNCILS
EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT

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- Update - Council File: 16-1324
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Dear Westwood Council leaders,

Happy 2017! We are welcoming the new year tonight by celebrating the 15 year anniversary of Glassell Park Neighborhood Council with the Board of Neighborhood Commissioners. Because we will have 55 Neighborhood Councils reaching their 15 year anniversary in 2017, it is going to be a year long celebration at every meeting field meeting of the Commission. Because there are so many Neighborhood Councils to honor and there are only 12 field Commission meetings, some Neighborhood Councils will be getting their certificates early and others past their actual certification date. We apologize for this timing and hope that you'll also be celebrating with your stakeholders at your board meetings, too. We're also happy to be partnering with CityWatch to capture stories from Neighborhood Council board members on the impact of the Neighborhood Council system. Here are the Neighborhood Councils reaching the 15 year milestone in 2017:

Neighborhood Council	Certification Date
Glassell Park	1/8/2002
West Hills	1/22/2002
Central San Pedro	2/12/2002
Northwest San Pedro	2/12/2002
West Adams	2/19/2002
Mid City	2/19/2002
Woodland Hills-Warner Center	3/6/2002
Pacoima	3/7/2002
Westchester-Playa	3/12/2002
Venice	3/12/2002
PICO	3/12/2002
Empowerment Congress Central	3/23/2002
Empowerment Congress Southwest	3/23/2002
Empowerment Congress Southeast	3/23/2002
Empowerment Congress West	3/23/2002
Park Mesa Heights	3/23/2002
Harbor City	3/26/2002
Eagle Rock	4/2/2002
Central Hollywood	4/9/2002
Echo Park	4/16/2002
Empowerment Congress North	4/27/2002
Downtown LA	4/27/2002
Lincoln Heights	4/27/2002
Historic Cultural	4/27/2002
Hollywood Hills West	5/7/2002
Sun Valley Area	5/7/2002
United Neighborhoods	5/14/2002
Boyle Heights	5/21/2002
LA 32	5/21/2002
Historic Highland Park	5/28/2002
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Los Feliz	6/11/2002
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Update - Council File: 16-1324 Motion is no longer pending in the Rules, Elections, Intergovernmental Relations and Neighborhoods Committee. On November 30, 2016, motion was referred to Ad Hoc Committee on Immigrant Affairs.

This motion is relative to reaffirming support for Special Order 40. Since its issuance in 1979, Special Order 40 has defined the procedures followed by Los Angeles Police Department (LAPD) officers with regard to issues of immigration status. The underlying policy direction of Special Order 40 has been that a person's immigration status alone does not merit any police action. This policy has advanced the interests of public safety by allowing LAPD officers to provide law enforcement services equally to all residents of the City, including those whose immigration status may render them particularly vulnerable victimization.

Special Order 40 mandates that Police Officers not question individuals solely to determine their immigration status and ensuring that undocumented individuals residing in Los Angeles are able to report crime to the police and participate in investigations without fear of being deported. With the election of Donald J. Trump to the presidency, Immigrant communities fear mass deportations and other disruptive and damaging policies. The president-elect has taken an aggressive stance on immigration and because of this the Los Angeles City Council reaffirms support for LAPD's policies related to dealing with

undocumented immigrants, including Special Order 40, which ensures that all members of the community, regardless of immigration status, can interact with the Police Department without fear of being asked about their immigration status.

Has your Neighborhood Council submitted a Community Impact Statement (CIS) on the matter?
If not, click here to log in to submit your CIS
To subscribe to this Council File click here

Update - Council File: 16-1331 relative to a possible May 2017 ballot measure regarding an all-civilian Board of Rights panel for disciplinary matters involving Los Angeles Police Department officers, was waived out of the Rules, Elections, Intergovernmental Relations and Neighborhoods Committee on December 6, 2016. City Clerk scheduled item for Council on December 13, 2016. An amending motion was introduced on the same day instructing the Chief Legislative Analyst (CLA), with the assistance of the City Attorney and the City Administrative Officer (CAO), to include in a report back an analysis of the application and selection process for civilian members of the LAPD Board of Rights. The motion also instructed the CLA to provide an analysis of cases, including rank of charged officer, and how Command Officers and Civilian Board of Rights members have ruled on matters, compared to the findings of the Chief of Police after the third year of the program if approved by the voters and implemented by the Council. City Council approved this item on December 15, 2016.

Has your Neighborhood Council submitted a Community Impact Statement (CIS) on the matter?
If not, click here to log in to submit your CIS
To subscribe to this Council File click here

Update - Council File: 17-1100-S2 relative to Cannabis Related Activity was voted on by the City Council on November 15, 2016 to place the matter on the Ballot Measure on March 7, 2017. Hearings were held to hear community input under **Council File: 14-0366-S5** relative to Proposition D, Medical Marijuana Dispensaries and Adult Use of Medical Marijuana Act. The Rules, Elections, Intergovernmental Relations and Neighborhoods Committee held a hearing on November 29, 2016 and continued the item to **December 7, 2016**. At its special meeting on December 7, 2016, the Rules, Elections, Intergovernmental Relations, and Neighborhoods Committee, pursuant to Election Code Section 605, considered requests for designation as author of ballot arguments and rebuttal arguments in favor and against the ballot measure relative to cannabis regulation after citizen input, taxation, and enforcement;

Has your Neighborhood Council submitted a Community Impact Statement (CIS) on the matter?
If not, click here to log in to submit your CIS
To subscribe to this Council File click here

No New Update - Council File: 06-0125-S2 relative to Nuisance Motels, Police Department Service Calls and Permit Feasibility Study is currently pending in the Public Safety Committee and a hearing date has not been determined. The City of Los Angeles is looking to explore the feasibility of a regulation program for nuisance motels that attract gang activity, drug use and prostitution. Such a program would have to be based on crime and calls-for-service statistics which would support the need to regulate motels. This motion is asking for a study to determine whether or not a police permit regulation is necessary to improve the safety issues at motels in the City. This is a citywide concern and necessary steps are needed in order to have an effective regulatory system in place.

If the Public Safety Committee approves this motion and any related reports (A **YES** vote) the matter will be scheduled to go before the City Council with the committees' recommendations.

If the Public Safety Committee does not approve this motion (A **NO** vote) the matter is still referred to the full City Council for deliberations, further instructions, or approval.

Has your Neighborhood Council submitted a Community Impact Statement (CIS) on the matter?
If not, click here to log in to submit your CIS
To subscribe to this Council File click here

Please continue to the next page to see your Account Balances, Community Impact Statements, Agendas, Grievances, Board Member certification status, Expired or Missing Mandatory Trainings, Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Account Balances, Community Impact Statements, Agendas, and Greivances

As of 12/31/2016, your current checking account balance is $12,122.12, and as of 01/03/2017, you have $8,339.30 in your city account

As of 1/3/2017, you have filed 1 Community Impact Statements, and 2 agendas have been posted for your Neighborhood Council for the current month.

As of 1/3/2017, 0 Grievances have been filed against your Neighborhood Council.

Please continue to next page to see your Board Member certification status, Expired or Missing Mandatory Trainings, Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Your current Board Members and their certification are as follows:

First Name	Last Name	Board Seat	Ethics Expiration	Funding Certification	Code of Conduct
Stephen	Resnick	Owner Residential Group Directors	9/13/2018	8/5/2013	11/3/2016
Scott	Whittle	Owner Residential Group Directors	7/20/2018	9/4/2014	10/25/2016
Sandy	Brown	Owner Residential Group Directors	11/2/2018	9/4/2014	10/25/2016
Constance	Boukidis	Owner Residential Group Directors	9/16/2018	9/4/2014	9/9/2016
Ian	Cocroft	Rental Residential Group Director	11/8/2017	11/8/2015	11/8/2015
Eugene	Tseng	Rental Residential Group Director	9/8/2016	6/15/2016	6/15/2016
David	Lorango	Rental Residential Group Director	11/4/2017	11/6/2015	10/25/2016
Trent	Jolly	Rental Residential Group Director	7/13/2018	7/13/2016	10/25/2016
Mark	Rogo	Business Group Directors	2/12/2014	9/1/2013	10/6/2016
Roozbeh	Farahanipour	Business Group Directors	9/8/2016	9/4/2014	10/31/2016
Marcello	Robinson	Business Group Directors	2/6/2017	2/6/2015	12/14/2016
Philip	Gabriel	Business Group Directors	10/17/2018		10/11/2016
Angus	Beverly	Student Director	3/6/2017	8/27/2013	9/13/2016
Lisa	Chapman	Faculty or Staff Director	3/26/2017	3/26/2015	10/25/2016
Caroline	Conway	Educational Community Director		8/10/2016	8/10/2016
Ann	Hayman	Non-Profit/Arts/Culture/Recreational Community Director	7/8/2017	6/27/2015	10/25/2016
Mitchell	Keiter	Faith based Community Director	9/8/2016	9/4/2014	11/1/2016
Chantelle	Eastman	At Large Director		7/13/2016	7/13/2016
Laura	Winikow	At Large Director	8/16/2015	7/21/2014	9/9/2016

Please submit any updates and changes to the roster to Rosters@EmpowerLA.org, including any Ethics Certifications.

Please continue to next page to see Expired or Missing Mandatory Trainings, your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Board Members With Expired of Missing Mandatory Trainings

In order to vote on Neighborhood Council funding items, Neighborhood Council board members must have current ethics training and funding training. The Neighborhood Council bylaws may also require these trainings to vote for nonfunding items as well. To serve on a board, Neighborhood Council board members must also have either read and signed a Code of Conduct or have watched the video. To complete these trainings, please click here.
NOTE: in person and online ethics training must be a minimum of 2 hours. If you complete the ethics training online, please ensure that you take 2 hours to complete the training as we will not accept any certificates that show less than 2 hours.

The following board members below are missing one of these mandatory trainings. If updates are needed, please contact Rosters@EmpowerLA.org.

Board Members who have not completed the Funding training:

First Name	Last Name	Board Seat
Philip	Gabriel	Business Group Directors

Board Members with missing or expired Ethics Certificates:

First Name	Last Name	Board Seat
Eugene	Tseng	Rental Residential Group Director
Mark	Rogo	Business Group Directors
Roozbeh	Farahanipour	Business Group Directors
Caroline	Conway	Educational Community Director
Mitchell	Keiter	Faith based Community Director
Chantelle	Eastman	At Large Director
Laura	Winikow	At Large Director

Board Members who have not completed the Code of Conduct training or their certificate has expired:

First Name	Last Name	Board Seat
Ian	Cocroft	Rental Residential Group Director

Please continue to next page to see your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Your cases for this month are:

Title	Case#	Case Lead	Open Date	Status
Rosters - Board Member Ethics Certification Update	15803	Jose Galdamez	12/15/2016	C - Resolved
Rosters - Board Member Ethics Certification Update	15817	Jose Galdamez	12/16/2016	C - Resolved

Please continue to next page to see Important dates, and Existing Vendors for NCs.

Important Dates

For all events, please check out EmpowerLA's Calendar

1/2/2017	**HOLIDAY**	New Year's Day Observed
1/3/2017	6pm - 9pm	Board of Neighborhood Commissioners Regular Meeting
1/4/2017	6:30pm - 8:30 pm	Harbor Alliance of Neighborhood Councils Monthly Meeting
1/7/2017	8:45am - 10:00am	Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Monthly Meeting
1/7/2017	10:00am - 1:00pm	Los Angeles Neighborhood Council Coalition Monthly Meeting
1/9/2017	6:00pm - 8:00pm	Neighborhood Council Budget Advocates Meeting
1/9/2017	6:00pm – 8:00pm	Neighborhood Council Animal Services Liaisons Meeting
1/12/2017	6:30pm – 9:00pm	Valley Alliance of Neighborhood Councils Planning Forum
1/14/2017	10:00am - 12:00pm	Clean Streets LA Challenge Awards
1/14/2017	10:00am – 12:00pm	PlanCheckNC Monthly Meeting
1/16/2017	**HOLIDAY**	Martin Luther King, Jr. Day
1/16/2017	1:00pm - 4:00pm	Cancelled - Board of Neighborhood Commissioners Regular Meeting
1/16/2017	7:00pm – 9:00pm	Alliance of River Communities Monthly Meeting
1/17/2017	6:00pm - 9:00pm	Neighborhood Council Civic University 1.0
1/18/2017	8:30am - 10:00am	Westside Regional Alliance of Councils Monthly Meeting
1/19/2017	6:30pm – 8:30pm	South Los Angeles Alliance of Neighborhood Councils Monthly Meeting
1/20/2017	9:00am – 10:00am	Rules, Elections, Intergovernmental Relations, and Neighborhoods City Council Committee Meeting
1/21/2017	10:00am - 12:00pm	Neighborhood Council Budget Advocates Meeting
1/23/2017	6:00pm – 7:00pm	Leadership Academy – Ethics Training - Valley
1/23/2017	10:00am - 2:00pm	Board of Neighborhood Commissioners Special Meeting - Retreat
1/24/2017	6:00pm - 9:00pm	Neighborhood Council Civic University 1.0
1/26/2017	6:00pm - 8:00pm	Neighborhood Council Film Liaisons Town Hall
1/28/2017	10:00am - 12:00pm	Neighborhood Council Emergency Preparedness Alliance Monthly Meeting
1/31/2017	6:00pm - 9:00pm	Neighborhood Council Civic University 1.0
1/31/2017	6:00pm - 8:00pm	Purposeful Aging Town Hall

Existing Vendors for NCs

Web Service Providers:

Civic Resource Group
Contact: Gregory Curtin, CEO
gregc@civicresource.com

The Mailroom
Contact: Kristina Smith
(310)-514-1797
ksmith@klct.com

Moore Business Results
Contact: Wendy Moore
(818)-252-9399
wmoore@moorebusinessresults.com

Port Town Websites
Contact: Jill Fox
(310)-832-0836
jill@porttownwebsites.com

The Web Corner
Contact: Robert Adams, Owner
(818)-345-7443
rob@thewebcorner.com

Zeldesign
Contact: Zelda Harrison
(310)-559-2770
zeldesign@sbcglobal.net

Temp Service Providers:

Apple One Employment Services
Contact: Jenn Rounds
(213)-892-0234
jrounds@appleone.com

Lloyd Staffing
Contact: Luly Santana
(562)-860-2555 Ext 101
LSantana@lloydstaffing.com

Partners in Diversity
Contact: Arlene Apodaca
(626)-793-0020
arlene.apodaca@p-i-d.biz

Bridgegap Temporary Staffing and Services Agency
Contact: Terrence Gomes
(310)-387-1374
info@btsasa.com

Translation Services:

Excel Interpreting
Contact: Koy Saephan
(800)915-0638 x 108
koy@excelinterpreting.com

Interpreters Unlimited
Contact Sanjit Singh
(855)-550-6100
Sanjit.singh@iugroup.com

Language Line Services
Contact Thomas Calannio
(831) 648-7445
TCalannio@languageline.com

We will continue to refine the Neighborhood Council Profiles over the next year based on your feedback. If you have any questions, comments or suggestions, please contact the Neighborhood Council Support Helpline at **NCSupport@LACity.org** or by calling **213-978-1551** for assistance.

Thank you for all you do to Empower LA!

Subject: PRA - CASE #22157
From: Jose Galdamez <jose.galdamez@lacity.org>
To: ELA PRA <ELA.PRA@lacity.org>
Date Sent: Friday, June 29, 2018 1:26:35 PM GMT-07:00
Date Received: Friday, June 29, 2018 1:27:17 PM GMT-07:00

Forwarded conversation
Subject: **Fwd: Ethics Training Certificate signed**

From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Fri, Jan 20, 2017 at 5:51 AM
To: "rosters@empowerla.org" <rosters@empowerla.org>

Please find attached ethics certification on Mark Rogo.

Sent from my iPhone

Begin forwarded message:

> **From:** Mark Rogo <mark@markrogo.com>
> **Date:** January 19, 2017 at 11:51:39 PM PST
> **To:** "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>
> **Subject: Ethics Training Certificate signed**
>
> See attached.
>
> Mark Rogo, Previews Specialist
>
> Coldwell Banker Residential Brokerage
>
> 301 No. Canon Drive, Suite E
>
> Beverly Hills, Ca 90210
>
> Office Direct (310) 385-3164
>
> Fax Direct (310) 474-8840
>
> Cell Phone (213) 280-6415
>
> www.markrogo.com
>
> www.wilshirecorridor.com
>
> www.liveonwilshire.com
>
> www.facebook.com/thewilshirecorridor
>
> markrogo1 channel on www.youtube.com

linkedin.com markrogo

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From: **Mark Rogo** <mark@markrogo.com>
Date: Mon, Jan 23, 2017 at 4:46 PM
To: rosters@empowerla.org

See attached.

Mark Rogo, Previews Specialist

Coldwell Banker Residential Brokerage

301 No. Canon Drive, Suite E

Beverly Hills, Ca 90210

Office Direct (310) 385-3164

Fax Direct (310) 474-8840

Cell Phone (213) 280-6415

www.markrogo.com

www.wilshirecorridor.com

www.liveonwilshire.com

www.facebook.com/thewilshirecorridor

markrogo1 channel on www.youtube.com

linkedin.com markrogo



--
Sincerely,

Jose Galdamez
Project Coordinator

Department of Neighborhood Empowerment
14410 Sylvan St. 4th Floor

Van Nuys, CA 91401
Office | 818-374-9898 Fax | 818-374-9877
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

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Department of
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ROGO

Control No: 345949

Public Service Ethics Education
Online Proof of Participation Certificate

Date of Completion: Jan 19, 2017 **Training Time*:** 2 hr. 25 min.

This course is an overview course on all public service ethics issues necessary to satisfy the requirements of Article 2.4 of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code, including the following:

- Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
- Laws relating to claiming perquisites ("perks") of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.
- Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.
- Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members; and
- General ethical principles relating to public service.

The Fair Political Practices Commission and Attorney General have reviewed this course for course sufficiency and accuracy.

By signing below, I certify that I fully reviewed the content of the entire online AB 1234 course approved by the Attorney General and Fair Political Practices Commission and am entitled to claim two hours of public service ethics law and principles credit.

Mark K. Rogo — Mark Rogo

Participant Signature — Participant Name

Westwood Neighborhood Council

Agency Name

NOTE TO PARTICIPANT: Please provide a copy of this proof of participation to the custodian for such records at your agency. In addition, we recommend you make a copy of this proof of participation for your own records to retain for at least five years. To preserve the integrity of the online certification process; ***these certificates are only available upon completing the online session.*** ** To satisfy AB 1234 requirements, this certificate must reflect that the public official spent two hours or more reviewing the materials presented in the online course. If the certificate reflects less than two hours, the participant should have on file additional certificates demonstrating that the official has satisfied the entire two hour requirement.*

Control No: 345949

Public Service Ethics Education
Online Proof of Participation Certificate

Date of Completion: Jan 19, 2017 **Training Time*:** 2 hr. 25 min.

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Mark K. Rogo — Mark Rogo

Participant Signature — Participant Name

Westwood Neighborhood Council

Agency Name

NOTE TO PARTICIPANT: Please provide a copy of this proof of participation to the custodian for such records at your agency. In addition, we recommend you make a copy of this proof of participation for your own records to retain for at least five years. To preserve the integrity of the online certification process; ***these certificates are only available upon completing the online session.*** ** To satisfy AB 1234 requirements, this certificate must reflect that the public official spent two hours or more reviewing the materials presented in the online course. If the certificate reflects less than two hours, the participant should have on file additional certificates demonstrating that the official has satisfied the entire two hour requirement.*

Subject: PRA - CASE #22157
From: Jose Galdamez <jose.galdamez@lacity.org>
To: ELA PRA <ELA.PRA@lacity.org>
Date Sent: Friday, June 29, 2018 1:26:20 PM GMT-07:00
Date Received: Friday, June 29, 2018 1:27:03 PM GMT-07:00

Forwarded conversation
Subject: **FW: Ethics**

From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Mon, Jan 23, 2017 at 12:01 PM
To: "rosters@empowerla.org" <rosters@empowerla.org>

Ethics cert. on Mark Rogo for Westwood Neighborhood Council....

From: Mark Rogo [mailto:markrogo523@gmail.com]
Sent: Saturday, Janu 17 M
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Subject: Re: Ethics

Mine is attached.

--- Mark Rogo

On Wed, Nov 2, 2016 at 2:59 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi all,
>
> The following show either outdated or not completed for Ethics training from Empower LA.
>
> Please confirm if you have completed this, and the date. Forward the certificate if you have one. Only the following am I concerned with:
>
> Mark Rogo
>
> Roozbeh Farahanipour
>
> Philip Gabriel
>
> Caroline Conway
>
> Mitch Keiter

Chantelle Eastman

Laura Winikow

If you are due …get this done before next week.

Don’t make me nag you, I do that enough at home and work. J

DO THIS!

Thanks,

Lisa

Lisa Chapman, MSO II

Practice Manager

UCLA /Santa Monica Bay Physicians

20th Street Practice

2001 Santa Monica Blvd. Ste 370/380

Santa Monica, CA 90404

Cell: [redacted]7

[redacted]@[redacted]ucla.edu



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You received this message because you are subscribed to the Google Groups "WestwoodNC" group.
To unsubscribe from this group and stop receiving emails from it, send an email to

Subject: PRA - CASE #22157
From: Jose Galdamez <jose.galdamez@lacity.org>
To: ELA PRA <ELA.PRA@lacity.org>
Date Sent: Friday, June 29, 2018 1:26:08 PM GMT-07:00
Date Received: Friday, June 29, 2018 1:26:50 PM GMT-07:00

Forwarded conversation
Subject: **register to vote for Skid Row NC**

From: **Emerald Germaine Snow** [redacted]@ucla.edu>
Date: Fri, Mar 31, 2017 at 6:28 PM
To: Elections@empowerla.org

Hi,

I am having issues with the website. Can I give you my info to register online as a community stakeholder? If so, here it is:

Emerald Snow
[redacted] Moorpark St. Apt A.
Los Angeles, CA 91423
[redacted]

Member of Democratic Socialists of America - Los Angeles
[redacted] E 4th Pl, Los Angeles, CA 90013

Attached are my photo ID and email from DSA.

Thanks,
Emerald

Emerald Germaine Snow Chôque Torres, MSPH, MA
Ph: [redacted]
Pronouns: She/Her/Hers
Skype: [redacted]

From: **Emerald Germaine Snow** [redacted]@ucla.edu>
Date: Wed, Apr 5, 2017 at 2:03 PM
To: Empower La <Elections@empowerla.org>

Any update on this?

Emerald Germaine Snow Chôque Torres, MSPH, MA
Ph: [redacted]
Pronouns: She/Her/Hers
Skype: emerald.snow

--
Sincerely,

Jose Galdamez
Project Coordinator

Department of Neighborhood Empowerment
14410 Sylvan St. 4th Floor
Van Nuys, CA 91401
Office | 818-374-9898 Fax | 818-374-9877
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

NEIGHBORHOOD COUNCILS
EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT

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Subject: PRA - CASE #22157
From: Jose Galdamez <jose.galdamez@lacity.org>
To: ELA PRA <ELA.PRA@lacity.org>
Date Sent: Friday, June 29, 2018 1:25:57 PM GMT-07:00
Date Received: Friday, June 29, 2018 1:26:39 PM GMT-07:00

Forwarded conversation

Subject: **Lisa Chapman / Westwood Neighborhood Council- Updated Ethics document**

From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Tue, Jun 13, 2017 at 1:57 PM
To: EmpowerLA Rosters <Rosters@empowerla.org>
Cc: Gibson Nyambura <gibson.nyambura@lacity.org>

Hi Empower LA,

Here is my updated Ethics training documentation.

Thanks,

Lisa

Westwood Neighborhood Council

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From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Tue, Jun 13, 2017 at 2:42 PM
To: EmpowerLA Rosters <Rosters@empowerla.org>

--

Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

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EMPOWERLA LEADERSHIP ACADEMY

https://www.youtube.com/watch?v=IJ77Zz-RsFo

--
Sincerely,

Jose Galdamez
Project Coordinator

Department of Neighborhood Empowerment
14410 Sylvan St. 4th Floor
Van Nuys, CA 91401
Office | 818-374-9898 Fax | 818-374-9877
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

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Department of
NEIGHBORHOOD EMPOWERMENT

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Control No: 343320

Public Service Ethics Education
Online Proof of Participation Certificate

Date of Completion: Jun 11, 2017 **Training Time*:** 2 hr. 19 min.

This course is an overview course on all public service ethics issues necessary to satisfy the requirements of Article 2.4 of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code, including the following:

- Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
- Laws relating to claiming perquisites ("perks") of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.
- Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.
- Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members; and
- General ethical principles relating to public service.

The Fair Political Practices Commission and Attorney General have reviewed this course for course sufficiency and accuracy.

By signing below, I certify that I fully reviewed the content of the entire online AB 1234 course approved by the Attorney General and Fair Political Practices Commission and am entitled to claim two hours of public service ethics law and principles credit.

Lisa Chapman

Participant Signature

Lisa Chapman

Participant Name

Westwood Neighborhood Council

Agency Name

NOTE TO PARTICIPANT: Please provide a copy of this proof of participation to the custodian for such records at your agency. In addition, we recommend you make a copy of this proof of participation for your own records to retain for at least five years. To preserve the integrity of the online certification process; ***these certificates are only available upon completing the online session.*** ** To satisfy AB 1234 requirements, this certificate must reflect that the public official spent two hours or more reviewing the materials presented in the online course. If the certificate reflects less than two hours, the participant should have on file additional certificates demonstrating that the official has satisfied the entire two hour requirement.*

Subject: PRA - CASE #22157
From: Jose Galdamez <jose.galdamez@lacity.org>
To: ELA PRA <ELA.PRA@lacity.org>
Date Sent: Friday, June 29, 2018 1:25:39 PM GMT-07:00
Date Received: Friday, June 29, 2018 1:26:21 PM GMT-07:00

Forwarded conversation
Subject: **FW: Ethics expired or not taken**

From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Tue, Jun 13, 2017 at 2:03 PM
To: EmpowerLA Rosters <Rosters@empowerla.org>
Cc: Gibson Nyambura <gibson.nyambura@lacity.org>, Chantelle Eastman <eastman.chantelle@gmail.com>

Hi,

Please find updated Ethics certificate on Chantelle Eastman of the Westwood Neighborhood Council. Please update all records.

Thanks,

Lisa

From: Chantelle Eastman [mailto:ceastman@wwnc.org]
Sent: Friday, June 09 28
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Subject: Re: Ethics expired or not taken

Hi Lisa,

I had printed it and brought it to our first meeting but I don't recall us turning them in. I found the PDF certificate! Please find it attached and dated July 13th. I'll be sure to redo the certification before it expires. Should I email you the new certificate once I do?

Thanks!

Chantelle

Sent from my iPhone

On May 30, 2017, at 11:32 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Hi Everyone,
>
> Here is the list I have from DONE regarding Ethics that need to be renewed or finished.
>
> Please update me ASAP if this list is not correct.
>
> If it is…then please GET THIS DONE before our next meeting in June. The link is on the Empower LA website.
>
> Roozbeh
>
> Marcello
>
> Angus
>
> Caroline
>
> Mitch
>
> Chantelle
>
> Thanks,
>
> Lisa
>
> Lisa Chapman, MSO II
>
> Practice Manager
>
> UCLA /Santa Monica Bay Physicians
>
> 20th Street Practice
>
> 2001 Santa Monica Blvd. Ste 370/380
>
> Santa Monica, CA 90404
>
> Cell: [redacted]7

[redacted]@[redacted]ucla.edu

<image001.png>

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--
You received this message because you are subscribed to the Google Groups "WestwoodNC" group.
To unsubscribe from this group and stop receiving emails from it, send an email to westwoodnc+unsubscribe@googlegroups.com.
For more options, visit https://groups.google.com/d/optout.

From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Tue, Jun 13, 2017 at 2:45 PM
To: EmpowerLA Rosters <Rosters@empowerla.org>

--

Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

NEIGHBORHOOD COUNCILS EMPOWER LA
Department of NEIGHBORHOOD EMPOWERMENT

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https://www.youtube.com/watch?v=IJ77Zz-RsFo

From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Wed, Jun 14, 2017 at 2:55 PM
To: EmpowerLA Rosters <Rosters@empowerla.org>
Cc: Gibson Nyambura <gibson.nyambura@lacity.org>, Chantelle Eastman <eastman.chantelle@gmail.com>

Thank you!

From: EmpowerLA Rosters [mailto:Rosters@empowerla.org]
Sent: Wednesday, Ju 17
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Cc: Gibson Nyambura <gibson.nyambura@lacity.org>; Chantelle Eastman <eastman.chantelle@gmail.com>
Subject: Re: FW: Ethics expired or not taken

Hello,

Eastman's ethics certification has been updated.

--

Best Regards,
Roster Team

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

Office | 213-978-1551 Fax | 213-978-1751

Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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From: **Chantelle Eastman** <eastman.chantelle@gmail.com>
Date: Wed, Jun 14, 2017 at 4:57 PM

To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>
Cc: EmpowerLA Rosters <Rosters@empowerla.org>, Gibson Nyambura <gibson.nyambura@lacity.org>

Thank you!

--
Sincerely,

Jose Galdamez
Project Coordinator

Department of Neighborhood Empowerment
14410 Sylvan St. 4th Floor
Van Nuys, CA 91401
Office | 818-374-9898 Fax | 818-374-9877
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

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Subject: PRA - CASE #22157
From: Jose Galdamez <jose.galdamez@lacity.org>
To: ELA PRA <ELA.PRA@lacity.org>
Date Sent: Friday, June 29, 2018 1:25:27 PM GMT-07:00
Date Received: Friday, June 29, 2018 1:26:09 PM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Fri, Jul 7, 2017 at 4:07 PM
Subject: FW: WWNC Board Member Ann C. Hayman/Completed Ethics Training
To: EmpowerLA Rosters <Rosters@empowerla.org>
Cc: "annchayman@aol.com" <annchayman@aol.com>

Hi Empower LA,

Please update the Ethics posting for Ann Hayman of the Westwood Neighborhood Council.

Thanks,

Lisa

From: annchayman@aol.com [mailto:annchayman@aol.com]
Sent: Friday, July 07, 2017 4:00 PM
To: empowerla@lacit
Cc: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Subject: WWNC Board Member Ann C. Hayman/Completed Ethics Training

Please see attachment.

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--
Sincerely,

Jose Galdamez
Project Coordinator

Department of Neighborhood Empowerment
14410 Sylvan St. 4th Floor

Van Nuys, CA 91401
Office | 818-374-9898 Fax | 818-374-9877
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

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Subject: PRA - CASE #22157
From: Jose Galdamez <jose.galdamez@lacity.org>
To: ELA PRA <ELA.PRA@lacity.org>
Date Sent: Friday, June 29, 2018 1:25:08 PM GMT-07:00
Date Received: Friday, June 29, 2018 1:25:50 PM GMT-07:00

Forwarded conversation
Subject: **FW: FW: Ethics training**

From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Fri, Jul 7, 2017 at 1:52 PM
To: EmpowerLA Rosters <Rosters@empowerla.org>
Cc: "mitchell.keiter@gmail.com" <mitchell.keiter@gmail.com>

Hello Rosters / empower LA:

This Ethics was completed last month by Mitch Keiter…please update your records.

Thanks,

Lisa

Westwood Neighborhood Council

From: Mitchell Keiter [mailto:mitchell.keiter@gmail.com]
Sent: Friday, July 07, 4 P
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Subject: Re: FW: Ethics training

Where should I?

Mitchell Keiter

www.KeiterAppellateLaw.com

Certified Appellate Law Specialist

California Board of Legal Specialization

Keiter Appellate Law

The Beverly Hills Law Building

424 South Beverly Drive

Beverly Hills, CA 90212

310-553-8533

On Fri, Jul 7, 2017 at 12:00 PM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Where did you turn in your certificate? They don't have it. Please send to me so I can turn in.

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From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Wed, Jul 12, 2017 at 11:26 AM
To: EmpowerLA Rosters <Rosters@empowerla.org>

Empower LA:

Please update Ethics training for Roozbeh Farahnipour for the Westwood Neighborhood Council.

Thanks,

Lisa

From: Roozbeh Farahanipour [mailto:rfarahanipour@wwnc.org]
Sent: Wednesday, July 12, 2017 10:13 AM
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Subject: RE: Ethics training

From: Chapman, Lisa [mailto:[redacted]@[redacted]ucla.edu]
Sent: Wednesday, July 12, 201[redacted]M
To: Roozbeh Farahanipour
Subject: RE: Ethics training

Thanks Roozbeh!! Can you send me the certificate and I will forward it over to them?

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--
Sincerely,

Jose Galdamez
Project Coordinator

Department of Neighborhood Empowerment
14410 Sylvan St. 4th Floor
Van Nuys, CA 91401
Office | 818-374-9898 Fax | 818-374-9877
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

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Subject: PRA - CASE #22157
From: Jose Galdamez <jose.galdamez@lacity.org>
To: ELA PRA <ELA.PRA@lacity.org>
Date Sent: Friday, June 29, 2018 1:24:57 PM GMT-07:00
Date Received: Friday, June 29, 2018 1:25:39 PM GMT-07:00

---------- Forwarded message ----------
From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Thu, Jul 13, 2017 at 11:23 AM
Subject: Cyrus baraghoush Ethics training
To: EmpowerLA Rosters <Rosters@empowerla.org>

Hi Empower LA:

Please update Cyrus Baraghoush from the Westwood Neighborhood Council for Ethics training.

Thanks,

Lisa

From: Cyrus [mailto:cbaraghoush@gmail.com]
Sent: Wednesday, July 12, 2017 6:52 PM
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Subject: Fwd: Message from "RNP002673D0620A"

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--
Sincerely,

Jose Galdamez
Project Coordinator

Department of Neighborhood Empowerment
14410 Sylvan St. 4th Floor
Van Nuys, CA 91401
Office | 818-374-9898 Fax | 818-374-9877

Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

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Subject: PRA - CASE #22157
From: Jose Galdamez <jose.galdamez@lacity.org>
To: ELA PRA <ELA.PRA@lacity.org>
Date Sent: Friday, June 29, 2018 1:24:37 PM GMT-07:00
Date Received: Friday, June 29, 2018 1:25:19 PM GMT-07:00

---------- Forwarded message ----------
From: **GSA President** <pres@gsa.asucla.ucla.edu>
Date: Tue, Jul 18, 2017 at 2:38 PM
Subject: Voter Suppression and Community Engagement
To: elections@empowerla.org

To whom it may concern,

I write on behalf of the roughly 44,000 students at UCLA to encourage the Department of Neighborhood Empowerment to reject the Westwood Neighborhood Council's recommendation that its board members terms be extended by 1 year so that the next election would be in 2019. Instead, I would encourage elections to be held in 2018 for a 3-year term to end in 2021.

Our concern is that the current members on the board (most of whom are not students) are acting in a self-serving manner to avoid electoral accountability, not only in this recommendation but also in their repeated refusal to allow online voting.

Their last election on just one day on June 5th, which was at the beginning of UCLA's Final Exams period, was located at 1350 S. Sepulveda, which is about as far as a polling place could possibly be from where most of UCLA's students (most of whom do not have cars) reside on and around campus. When the polling place would require most of its electorate, in the middle of their most stressful time of the year, to walk about 40 minutes each way or else take an Uber (which is expensive for students), this presents a serious barrier to participation, which resulted in just 496 votes cast in an electorate of over 50,000.

The current board lacks democratic legitimacy, and our students are being disenfranchised. I hope you will work with us to have elections in 2018 that are accessible both in person and online.

Best regards,
Michael Skiles
President, UCLA Graduate Students Association
Graduate Chair, UC Council of Student Body Presidents

--
Sincerely,

Jose Galdamez
Project Coordinator

Department of Neighborhood Empowerment
14410 Sylvan St. 4th Floor
Van Nuys, CA 91401
Office | 818-374-9898 Fax | 818-374-9877

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Subject: PRA - CASE #22157
From: Jose Galdamez <jose.galdamez@lacity.org>
To: ELA PRA <ELA.PRA@lacity.org>
Date Sent: Friday, June 29, 2018 1:24:24 PM GMT-07:00
Date Received: Friday, June 29, 2018 1:25:06 PM GMT-07:00

Forwarded conversation
Subject: **FW: attendance for August meeting**

From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Wed, Aug 2, 2017 at 12:15 PM
To: EmpowerLA Rosters <Rosters@empowerla.org>
Cc: Marcello Robinson <mrobinson@wwnc.org>

Hi Rosters...

Please update Marcello Robinson's Ethics training for the Westwood neighborhood Council.

Thanks much,

Lisa

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From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Wed, Aug 2, 2017 at 12:45 PM
To: EmpowerLA Rosters <Rosters@empowerla.org>, Marcello Robinson <mrobinson@wwnc.org>

Thanks!

From: EmpowerLA Rosters [mailto:Rosters@empowerla.org]
Sent: Wednesday, August 02, 2017 12:38 PM
To: Marcello Robinson [redacted]son [redacted]c.org>
Cc: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Subject: Re: FW: attendance for August meeting

Hello,

Your ethics certification has been updated.

--

Best Regards,
Roster Team

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

Office | 213-978-1551 Fax | 213-978-1751

Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

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--
Sincerely,

Jose Galdamez
Project Coordinator

Department of Neighborhood Empowerment
14410 Sylvan St. 4th Floor
Van Nuys, CA 91401
Office | 818-374-9898 Fax | 818-374-9877
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Subject: PRA - CASE #22157
From: Jose Galdamez <jose.galdamez@lacity.org>
To: ELA PRA <ELA.PRA@lacity.org>
Date Sent: Friday, June 29, 2018 1:24:09 PM GMT-07:00
Date Received: Friday, June 29, 2018 1:24:50 PM GMT-07:00

Forwarded conversation
Subject: **RE: VOLUNTEERS NEEDED: Upcoming LA Waterway Cleanups**

From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Thu, Sep 7, 2017 at 1:06 PM
To: [redacted]
Cc: Sandy Brown <[redacted]>, "[redacted]", EmpowerLA Rosters <Rosters@empowerla.org>

Mitch,

This was sent directly to your email that is listed with the city, which you filled out at the beginning of your term. This was not sent through our google address which is where you get your council business emails from.

I have cc'd rosters for them to change your email on the city-site.

Rosters, please see below, and please update Mitchell Keiter's email address for the public.

Thanks,

Lisa

From: Mitchell Keiter [mailto:[redacted]]
Sent: Thursday, Sep[redacted], 2[redacted]2 PM
To: Chapman, Lisa <[redacted]la.e
Cc: Sandy Brown <[redacted]>; [redacted]
Subject: Re: VOLUNTEERS NEEDED: Upcoming LA Waterway Cleanups

I was told this email address would be for council business. Instead I got political emails about Eric Garcetti's endorsing Hillary Clinton. If the email is to be distributed to everyone I would like to give another address for use. But it has probably been distributed to every Californian

with a computer or a smartphone.

I still would appreciate it if WWNC would not distribute it further.

Use mightykcatbat@yahoo.com for mass emails.

Mitchell Keiter

www.KeiterAppellateLaw.com

Certified Appellate Law Specialist

California Board of Legal Specialization

Keiter Appellate Law

The Beverly Hills Law Building

[redacted]

[redacted]

[redacted]

www.KeiterAppellateLaw.com

On Thu, Sep 7, 2017 at 9:45 AM, Chapman, Lisa <[redacted]@[redacted]ucla.edu> wrote:

> Mitch,
>
> Unfortunately being a member of this board may come with some email inconveniences, but as Sandy said, these are important things for the community, and for others to post as volunteer activities.
>
> This is, I am afraid, something you will have to put up with….
>
> Thanks,
>
> Lisa

From: Sandy Brown [mailto:[redacted]]
Sent: [redacted]7, 2017 9:42 AM
To: [redacted]
Cc: cara@unitedbyblue.com; WWNC@empowerla.org
Subject: Re: VOLUNTEERS NEEDED: Upcoming LA Waterway Cleanups

Hi Mitch,

These promotions are important to me as I represent a “homeowner” seat on the WWNC and I do email such notices to almost 850 Holmby Westwood members. I would hope that those WWNC seats that represent a stakeholder base would do the same.

Sandy

> On Sep 7, 2017, at 9:36 AM, Mitchell Keiter [redacted] wrote:
>
> Why am I getting these corporate promotions? This is not council business. Please stop sending this to me.
>
> Mitchell Keiter
>
> [redacted]
>
> Certified Appellate Law Specialist
>
> California Board of Legal Specialization
>
> Keiter Appellate Law
>
> The Beverly Hills Law Building
>
> [redacted]
>
> [redacted]
>
> [redacted]
>
> [redacted]
>
> On Thu, Sep 7, 2017 at 9:33 AM, Cara Hertneky [redacted] > wrote:
>
> > Hello Westwood Neighborhood Council,
> >
> > My name is Cara, and I work at **United By Blue**. United by Blue is an outdoor apparel brand with a commitment to waterway conservation. **For every product UBB sells, we pick up 1 pound of**

trash from oceans and waterways through community organized cleanups. This October, United by Blue is teaming up with REI stores in SoCal, and other local conservation groups for 4 cleanups in the Greater Los Angeles area. We are currently looking for volunteers, and I thought that you might be interested in learning more about our cleanups:

10/ 16 - **Newport Bay Cleanup**

with REI Tustin and Newport Bay Conservancy

10/17 - **Dockweiler Beach Cleanup**

with REI Manhattan Beach and Surfrider Foundation South Bay

10/19 - **Santa Monica Beach Cleanup**

with REI Santa Monica and Heal the Bay

10/21 - **Topanga Beach Cleanup**

with REI Burbank and Surfrider West LA/Malibu

United by Blue will provided water, snacks and cleanup supplies to all participants. Volunteers will each receive an exclusive "Cleanup Crew" trucker hat, and the chance to win UBB prizes.

Would you be willing to share these opportunities with your community contacts, and/or through your social media channels? We are trying to get as many volunteers as possible to join us in this greater conservation effort! We welcome groups of any size. For more information or to register as a volunteer, click on the links in the list of cleanups above.

If you have any questions, or if you are interested in getting involved in a specific cleanup, feel free to reach out to me, and I will send along more information.

Thank you,

Cara

--

Cara Hertneky

Cleanup Operations Assistant | United By Blue

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From: **Mitchell Keiter** [redacted]
Date: Thu, Sep 7, 2017 at 1:11 PM
To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>
Cc: Sandy Brown <[redacted]>, [redacted], EmpowerLA Rosters <Rosters@empowerla.org>

I understand that; I did not think it was from google. There is no reason my email should be distribute broadly and used for any purpose someone finds important. And **I have asked before** for my address to be taken off the lists.

I always get an apology -- and more emails.

Mitchell Keiter
[redacted]
Certified Appellate Law Specialist
California Board of Legal Specialization

Keiter Appellate Law
[redacted]

--
Sincerely,

Jose Galdamez
Project Coordinator

Department of Neighborhood Empowerment
14410 Sylvan St. 4th Floor
Van Nuys, CA 91401
Office | 818-374-9898 Fax | 818-374-9877
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



Empower Yourself. Empower Your Community. Empower LA.

Subject: PRA - CASE #22157
From: Jose Galdamez <jose.galdamez@lacity.org>
To: ELA PRA <ELA.PRA@lacity.org>
Date Sent: Friday, June 29, 2018 1:23:57 PM GMT-07:00
Date Received: Friday, June 29, 2018 1:24:40 PM GMT-07:00

Forwarded conversation
Subject: **Re: EmpowerLA - Monthly Profile - Westwood**

From: **Semee Park** <semee.park@lacity.org>
Date: Tue, Sep 5, 2017 at 8:54 AM
To: Roozbeh Farahanipour <rfarahanipour@wwnc.org>
Cc: EmpowerLA <empowerla@lacity.org>, wwnc@empowerla.org, done ncsupport <ncsupport@lacity.org>, "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>, EmpowerLA Rosters <rosters@empowerla.org>

Hi Roozbeh,

Thank you for the ethics certification. I will have our Rosters team update the database. (I have cc'ed Rosters@empowerla.org to this email)

Thank you for all that you do on behalf of the community and look forward to meeting you soon!

Semee Park
Director of Neighborhood Council Operations

Department of Neighborhood Empowerment
14410 Sylvan St. 4th Floor
Los Angeles, CA 91401
Office | 818-374-9898
Email | Semee.Park@lacity.org
Web | www.EmpowerLA.org



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On Fri, Sep 1, 2017 at 6:46 PM, Roozbeh Farahanipour <rfarahanipour@wwnc.org> wrote:

> Hello,
>
> This is Roozbeh Farahanipour from Westwood Neighborhood council. please find my certificate. I sent it several time but still you didn't update on your record.
>
> Thank you
>
> Roozbeh Farahanipour
>
> [redacted]

From: empowerla@lacity.org [mailto:empowerla@lacity.org]
Sent: Friday, September 01, 2017 5:58 PM
To: wwnc@empowerla.org
Cc: ncsupport@lacity.org
Subject: EmpowerLA - Monthly Profile - Westwood

Dear Neighborhood Council Leaders,

We hope you are well. Attached is your Neighborhood Council Profile for September 2017.

Please let us know if you have any questions.

Have a great evening!

--

Best Regards,
NC Support Team

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

Downtown Office: (213) 978-1551

Downtown Fax: (213) 978-1751

NEIGHBORHOOD COUNCILS EMPOWER LA
Department of NEIGHBORHOOD EMPOWERMENT

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EMPOWERLA LEADERSHIP ACADEMY

From: **Semee Park** <semee.park@lacity.org>
Date: Wed, Sep 6, 2017 at 4:01 PM
To: EmpowerLA Rosters <Rosters@empowerla.org>
Cc: Roozbeh Farahanipour <rfarahanipour@wwnc.org>, wwnc@empowerla.org, done ncsupport <ncsupport@lacity.org>, "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>

Thank you Rosters for the second set of eyes.

Semee Park
Director of Neighborhood Council Operations

Department of Neighborhood Empowerment
14410 Sylvan St. 4th Floor
Los Angeles, CA 91401
Office | 818-374-9898
Email | Semee.Park@lacity.org
Web | www.EmpowerLA.org

Empower Yourself. Empower Your Community. Empower LA.

On Wed, Sep 6, 2017 at 3:46 PM, EmpowerLA Rosters <Rosters@empowerla.org> wrote:

> Hello,
>
> Please note that if you are taking the Ethics training online, your completion certificate must show at least 2 hours of training, or it is not acceptable under state law. The Department is adopting a policy that any Board Member with a current Ethics certificate that does not show 2 hours of training must retake the training and provide a new certificate. You will not be able to vote on funding items (or any items depending on the Neighborhood Council bylaws) until you do so. This policy is prospective so it will not negate any votes already taken by Board Members with an invalid Ethics certificate.
>
> --
> *Best Regards,*
> Roster Team
>
> **Department of Neighborhood Empowerment**
> 200 N. Spring Street, Suite 2005
> Los Angeles, CA 90012
> Office | 213-978-1551 Fax | 213-978-1751
> Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org
>
> *Empower Yourself. Empower Your Community. Empower LA.*

From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Wed, Sep 6, 2017 at 4:03 PM
To: Semee Park <semee.park@lacity.org>, EmpowerLA Rosters <Rosters@empowerla.org>
Cc: Roozbeh Farahanipour <rfarahanipour@wwnc.org>, "wwnc@empowerla.org" <wwnc@empowerla.org>, done ncsupport <ncsupport@lacity.org>

Did Roozbeh not complete the two hours worth??

From: Semee Park [mailto:semee.park@lacity.org]
Sent: Wednesday, September 06, 2017 4:01 PM
To: EmpowerLA Rosters <Rosters@empowerla.org>
Cc: Roozbeh Farahanipour <rfarahanipour@[redacted]q>[redacted]@empowerla.org; done ncsupport <ncsupport@lacity.org>; Chapman, Lisa <[redacted]@[redacted]ucla.edu>

Subject: Re: EmpowerLA - Monthly Profile - Westwood

UCLA HEALTH SCIENCES IMPORTANT WARNING: This email (and any attachments) is only intended for the use of the person or entity to which it is addressed, and may contain information that is privileged and confidential. You, the recipient, are obligated to maintain it in a safe, secure and confidential manner. Unauthorized redisclosure or failure to maintain confidentiality may subject you to federal and state penalties. If you are not the intended recipient, please immediately notify us by return email, and delete this message from your computer.

From: **Chapman, Lisa** <[redacted]@[redacted]ucla.edu>
Date: Mon, Sep 11, 2017 at 3:21 PM
To: EmpowerLA Rosters <Rosters@empowerla.org>
Cc: Semee Park <semee.park@lacity.org>, Roozbeh Farahanipour <rfarahanipour@wwnc.org>, "wwnc@empowerla.org" <wwnc@empowerla.org>, done ncsupport <ncsupport@lacity.org>

Ok….Roozbeh….let's talk……

From: EmpowerLA Rosters [mailto:Rosters@empowerla.org]
Sent: Monday, Septe 20 PM
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>
Cc: Semee Park <semee.park@lacity.org>; Roozbeh Farahanipour <rfarahanipour@wwnc.org>; wwnc@empowerla.org; done ncsupport <ncsupport@lacity.org>
Subject: Re: EmpowerLA - Monthly Profile - Westwood

Hello,

The Ethics certification shows 54 minutes, Roozbeh still needs 1 hr. 6 min. or more to complete the 2 hour requirement.

From: **Roozbeh Farahanipour** <rfarahanipour@wwnc.org>
Date: Mon, Sep 11, 2017 at 9:58 PM
To: "Chapman, Lisa" <[redacted]@[redacted]ucla.edu>, EmpowerLA Rosters <Rosters@empowerla.org>
Cc: Semee Park <semee.park@lacity.org>, wwnc@empowerla.org, done ncsupport <ncsupport@lacity.org>

Hello,

I passed supplemental training to cover shortage on hours but you didn't accept it. anyways here a new one with exact 2 hours . please next time if you have an issue with document let us know right away and don't wait for last minutes.

Thank you

Roozbeh

From: Chapman, Lisa [mailto:[redacted]@[redacted]ucla.edu]
Sent: Monday, September 11, [redacted] 2 P
To: EmpowerLA Rosters
Cc: Semee Park; Roozbeh Farahanipour; wwnc@empowerla.org; done ncsupport
Subject: RE: EmpowerLA - Monthly Profile - Westwood

From: **Chapman, Lisa** [redacted]@[redacted]ucla.edu>
Date: Tue, Sep 12, 2017 at 9:45 AM
To: Roozbeh Farahanipour <rfarahanipour@wwnc.org>, EmpowerLA Rosters <Rosters@empowerla.org>
Cc: Semee Park <semee.park@lacity.org>, "wwnc@empowerla.org" <wwnc@empowerla.org>, done ncsupport <ncsupport@lacity.org>

Thanks Roozbeh…and I agree….please let us know if there is an issue right away!!

From: Roozbeh Farahanipour [mailto:rfarahanipour@wwnc.org]
Sent: Monday, Septe [redacted] 20 [redacted] PM
To: Chapman, Lisa <[redacted]@[redacted]ucla.edu>; 'EmpowerLA Rosters' <Rosters@empowerla.org>
Cc: 'Semee Park' <semee.park@lacity.org>; wwnc@empowerla.org; 'done ncsupport' <ncsupport@lacity.org>

From: **Semee Park** <semee.park@lacity.org>
Date: Tue, Sep 12, 2017 at 10:27 AM
To: "Chapman, Lisa" [redacted]@[redacted]ucla.edu>
Cc: Roozbeh Farahanipour <rfarahanipour@wwnc.org>, EmpowerLA Rosters <Rosters@empowerla.org>, "wwnc@empowerla.org" <wwnc@empowerla.org>, done ncsupport <ncsupport@lacity.org>, Gibson Nyambura <gibson.nyambura@lacity.org>

Friends,

Yes, we will be sure to be prompt with our review/response.

Thanks Roozbeh for the Ethics Training completion.

Rosters, please see attached and update for Westwood please.

Semee Park
Director of Neighborhood Council Operations

Department of Neighborhood Empowerment
14410 Sylvan St. 4th Floor
Los Angeles, CA 91401
Office | 818-374-9898

Email | Semee.Park@lacity.org
Web | www.EmpowerLA.org

Empower Yourself. Empower Your Community. Empower LA.

--
Sincerely,

Jose Galdamez
Project Coordinator

Department of Neighborhood Empowerment
14410 Sylvan St. 4th Floor
Van Nuys, CA 91401
Office | 818-374-9898 Fax | 818-374-9877
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

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Subject: PRA - CASE #22157
From: Jose Galdamez <jose.galdamez@lacity.org>
To: ELA PRA <ELA.PRA@lacity.org>
Date Sent: Friday, June 29, 2018 1:23:40 PM GMT-07:00
Date Received: Friday, June 29, 2018 1:24:22 PM GMT-07:00

Forwarded conversation

Subject:

From: **RAE-NICOLE RIOS** [redacted]@ucla.edu>
Date: Mon, Feb 5, 2018 at 8:22 AM
To: webmaster@empowerla.org

Hello,
My name is Rae-Nicole Rios and I am a nursing student at UCLA. My peers and I are currently doing our public health nursing rotation in the Center City East, Los Angeles area. We would like to meet with you to learn more about your experiences with the members of this community. Can we schedule to make an appointment with you on Wednesday if you are available?
Thank you very much for your time and consideration!
Kind Regards,

--
Rae-Nicole Rios
UCLA School of Nursing, BSN
Class of 2018

From: **Arin Abedian** <arin.abedian@lacity.org>
Date: Tue, Feb 6, 2018 at 11:25 AM
To: field@empowerla.org

Is anyone interested in replying back to this UCLA student?

--
Arin Abedian
Multi-Media Marketing Strategist

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

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EMPOWERLA LEADERSHIP ACADEMY

Creative without strategy is called 'art.' Creative with strategy is called 'advertising - Jef I. Richards

---

From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Tue, Feb 6, 2018 at 11:47 AM
To: Arin Abedian <arin.abedian@lacity.org>
Cc: field@empowerla.org

Arin,

I can reach out and obtain more information on their inquiry.

Best,
--

Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



From: **Arin Abedian** <arin.abedian@lacity.org>
Date: Tue, Feb 6, 2018 at 11:59 AM
To: Gibson Nyambura <gibson.nyambura@lacity.org>
Cc: field@empowerla.org

Thanks Gibson!

--
Sincerely,

Jose Galdamez
Project Coordinator

Department of Neighborhood Empowerment
14410 Sylvan St. 4th Floor

Van Nuys, CA 91401
Office | 818-374-9898 Fax | 818-374-9877
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

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Subject: Case 22157 (no subject)
From: Arin Abedian <arin.abedian@lacity.org>
To: ELA PRA <ELA.PRA@lacity.org>
Date Sent: Monday, July 2, 2018 8:56:59 AM GMT-07:00
Date Received: Monday, July 2, 2018 8:57:00 AM GMT-07:00

Forwarded conversation

Subject:

From: **RAE-NICOLE RIOS** [redacted]@ucla.edu>
Date: Mon, Feb 5, 2018 at 8:22 AM
To: webmaster@empowerla.org

Hello,
My name is Rae-Nicole Rios and I am a nursing student at UCLA. My peers and I are currently doing our public health nursing rotation in the Center City East, Los Angeles area. We would like to meet with you to learn more about your experiences with the members of this community. Can we schedule to make an appointment with you on Wednesday if you are available?
Thank you very much for your time and consideration!
Kind Regards,

--
Rae-Nicole Rios
UCLA School of Nursing, BSN
Class of 2018

From: **Arin Abedian** <arin.abedian@lacity.org>
Date: Tue, Feb 6, 2018 at 11:25 AM
To: field@empowerla.org

Is anyone interested in replying back to this UCLA student?

--
Arin Abedian
Multi-Media Marketing Strategist

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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Creative without strategy is called 'art.' Creative with strategy is called 'advertising - Jef I. Richards

---

From: **Gibson Nyambura** <gibson.nyambura@lacity.org>
Date: Tue, Feb 6, 2018 at 11:47 AM
To: Arin Abedian <arin.abedian@lacity.org>
Cc: field@empowerla.org

Arin,

I can reach out and obtain more information on their inquiry.

Best,
--

Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



From: **Arin Abedian** <arin.abedian@lacity.org>
Date: Tue, Feb 6, 2018 at 11:59 AM
To: Gibson Nyambura <gibson.nyambura@lacity.org>
Cc: field@empowerla.org

Thanks Gibson!

--

Arin Abedian
Multi-Media Marketing Strategist

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751

Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

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EMPOWERLA LEADERSHIP ACADEMY

Creative without strategy is called 'art.' Creative with strategy is called 'advertising - Jef I. Richards

Subject: PRA CASE#: 22157 - UCLA.edu - Patricia Mares - 1 of 2
From: Patricia Mares <patricia.mares@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Monday, July 2, 2018 10:10:37 AM GMT-07:00
Date Received: Monday, July 2, 2018 10:10:39 AM GMT-07:00

---------- Forwarded message ----------
From: **Patricia Mares** <patricia.mares@lacity.org>
Date: Wed, Jan 24, 2018 at 10:18 AM
Subject: Empower LA Project Coordinator Position
To:

[redacted],
Danny Castanon [redacted]
Cristina Coria [redacted],
[redacted]
Michael Ai <[redacted]>,
[redacted],
Jennifer Baca [redacted]>,
sylvia.robledo@lacity.org,
[redacted],
[redacted]@ucla.edu,
[redacted],
Kimberly Rodriguez <kimberly.rodriguez@lacity.org>,
[redacted]
Kike Velasquez <[redacted],
[redacted]
Hector Huezo [redacted]
[redacted]
Cr Cochrane [redacted]
[redacted]
"Jesus D. Orozco" <jesus.d.orozco@lacity.org>,
[redacted]

Cc: Kori Parraga <kori.parraga@lacity.org>

Thank you for taking the time to apply for our EmpowerLA Project Coordinator position. We received many

applications from candidates with excellent qualifications and experience. It was a very competitive field. At this time, you were not selected. Please stay in touch, however, as we will have other opportunities to work with EmpowerLA either in a part time election position or as full time staff if we have additional openings.

We appreciate your interest in the Neighborhood Council system and hope we will have the opportunity to work with you in the future. Take care!

Kindest regards,
Grayce Liu

--
Patricia Mares
Customer Service Specialist

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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Subject: PRA CASE#: 22157 - UCLA.edu - Patricia Mares - 2 of 2
From: Patricia Mares <patricia.mares@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Monday, July 2, 2018 10:11:47 AM GMT-07:00
Date Received: Monday, July 2, 2018 10:11:48 AM GMT-07:00

---------- Forwarded message ----------
From: **SELENA LOMELI** [redacted]@ucla.edu>
Date: Wed, Jan 24, 2018 at 5:34 PM
Subject: Re: Empower LA Project Coordinator Position
To: Patricia Mares <patricia.mares@lacity.org>
Cc: Kori Parraga <kori.parraga@lacity.org>

Dear Patricia,

Thank you so much for considering me for EmpowerLA's Project Coordinator position.
I look forward to any future work opportunities with you! I will keep in touch.

Warmly,

On Wed, Jan 24, 2018 at 10:18 AM, Patricia Mares <patricia.mares@lacity.org> wrote:

> Thank you for taking the time to apply for our EmpowerLA Project Coordinator position. We received many applications from candidates with excellent qualifications and experience. It was a very competitive field. At this time, you were not selected. Please stay in touch, however, as we will have other opportunities to work with EmpowerLA either in a part time election position or as full time staff if we have additional openings.
>
> We appreciate your interest in the Neighborhood Council system and hope we will have the opportunity to work with you in the future. Take care!
>
> Kindest regards,
> Grayce Liu

--

...
Selena Lomeli
B.A. Political Science | Civic Engagement
University of California, Los Angeles
Class of 2017
....
"Think like a queen. A queen is not afraid to fail. Failing is another steppingstone to greatness." - Oprah Winfrey

--
Patricia Mares
Customer Service Specialist

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

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EMPOWERLA LEADERSHIP ACADEMY

Subject: PRA CASE#: 22157 - UCLA.edu - Patricia Mares 1 of 1 - Highlighted email
From: Patricia Mares <patricia.mares@lacity.org>
To: ELA PRA <ela.pra@lacity.org>
Date Sent: Monday, July 2, 2018 5:09:33 PM GMT-07:00
Date Received: Monday, July 2, 2018 5:09:34 PM GMT-07:00

---------- Forwarded message ----------
From: **Mari Umekubo** <[redacted]>
Date: Mon, Jun 5, 2017 at 5:40 PM
Subject: Re: Another hearing for the Harbor Gateway North Neighborhood Council - Tues. June 6
To: Patricia Mares <patricia.mares@lacity.org>

Hello Ms. Mares,

I apologize for the slow response. I have been out all day.

I believe we will be arriving close to 2pm tomorrow or possibly a bit after.

Thank you for kindly making arrangements for us to park at City Hall East parking. We greatly appreciate it!

Best to you always,

Mari Umekubo

On Mon, Jun 5, 2017 at 9:36 AM, Patricia Mares <patricia.mares@lacity.org> wrote:

> Good morning Ms. Umekubo,
>
> I hope this email finds you well.
>
> What time will you be arriving, in your vehicle, to the City Hall East parking?
>
> Thank you for your kind consideration.
>
> Best regards,
> Patricia Mares
> Customer Service Specialist
>
> **Department of Neighborhood Empowerment**
> 200 N. Spring Street, Suite 2005
> Los Angeles, CA 90012
> Office | 213-978-1551 Fax | 213-978-1751
> Email | patricia.mares@lacity.org Web | www.EmpowerLA.org
>
> NEIGHBORHOOD COUNCILS EMPOWER LA
> Department of NEIGHBORHOOD EMPOWERMENT
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>
> On Fri, Jun 2, 2017 at 7:35 PM, Mari Umekubo [redacted] > wrote:
>
> > Hello Ms. Mares,

Thank you for negotiating an agreement with City Hall Parking for access to your visitors this coming Tuesday, June 6th.
Your and your department's kind efforts are greatly appreciated.

Please accept my apologies for originally having neglected to send you my vehicle information.

My vehicle information is as follows:
[redacted]

Thank you again for your assistance with this matter.

Best to you always,

Mari Umekubo

On Fri, Jun 2, 2017 at 2:22 PM, Patricia Mares <patricia.mares@lacity.org> wrote:

> Good afternoon Ms. Preston,
>
> Please accept my apologies for any inconvenience evoked by the precious email. Our department is in the process of renegotiating an agreement with City Hall Parking for access to our visitors.
>
> I am in receipt of instructions to expedite your parking arrangements for June 6th, in the interim, and possess both Mr. Kusunoki and Mr. Finnegan's parking info, to aid in that endeavor.
>
> Parking will be secured upon receiving Ms. Umekubo's vehicle information.
>
> Again, I apologize, for any inconvenience this policy may have placed upon you and your stakeholders.
>
> Kindest regards,
> Patricia Mares
> Customer Service Specialist
>
> **Department of Neighborhood Empowerment**
> 200 N. Spring Street, Suite 2005
> Los Angeles, CA 90012
> Office | 213-978-1551 Fax | 213-978-1751
> Email | patricia.mares@lacity.org Web | www.EmpowerLA.org
>
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On Fri, Jun 2, 2017 at 9:37 AM, Rosalie Preston <[redacted]> wrote:

> I don't understand. We have made these arrangements in past years for similar hearings at City Hall. Who has changed the policy? The Neighborhood Council will be speaking at the hearing. We have filed a CIS regarding this issue. We are fulfilling our role of empowering our stakeholders by facilitating their attendance at this important hearing regarding their neighborhood. There will only be possibly 3-4 vehicles which need the passes.
>
> Rosalie Preston, Recording Secretary
>
> Harbor Gateway North NC
>
> [redacted] cell

From: Patricia Mares <patricia.mares@lacity.org>
Sent: Friday, June 2, 2017 9:30 AM
To: [redacted] Preston; Mari Umekubo; [redacted]@[redacted].ucla.edu [redacted]
Cc: Kori Parraga
Subject: Re: Another hearing for the Harbor Gateway North Neighborhood Council - Tues. June 6

Good morning Ms. Preston,

Thank you for reaching out to the Department of Neighborhood Empowerment.

There may have been a misunderstanding, Ms. Preston, regarding parking arrangements for Neighborhood Council Board Members and Executives. Department policy allows parking arrangements for NC Board Members and Executives who are conducting NC business with the Department of Neighborhood Empowerment.

I'd be happy to secure parking for all who will be conducting NC business with the Department of Neighborhood Empowerment. Please confirm that you have an appointment with your Neighborhood Council Field Representative or will be attending a conference, training, or meeting, or special event here with us, at your earliest convenience, so that we can expedite parking arrangements.

I apologize for any inconvenience this misunderstanding may have evoked. Thank you, in advance, for your time and attention to this communication, and for your cooperation with this and all Department of Neighborhood Empowerment policies.

Kindest regards

Patricia Mares
Customer Service Specialist

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | patricia.mares@lacity.org Web | www.EmpowerLA.org

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On Thu, Jun 1, 2017 at 4:44 PM, Rosalie Preston [redacted]> wrote:

> Hello Patricia,
>
> Just to alert you that we are coming down again to City Hall on Tues. June 6, arriving around 2:15 p.m. or so, except for John Finnegan. I think he is arriving at 1 p.m.
>
> I believe you have his information on file from the previous date (May 23). We are attending the PLUM Committee to give statements about a development project.
>
> This time, Mari Umekubo will also be driving: [redacted]
>
> Rosalie Preston
>
> Harbor Gateway North Neighborhood Council
>
> [redacted] cell

--

Patricia Mares
Customer Service Specialist

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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